

Assistant Attorney General

October 28, 1950

Director, FBI

INVESTIGATIVE REPORTS

Reference is made to your memorandum of October 11, 1950, your reference JMM:CAP:aal, requesting that the Bureau transmit to your division copies of all reports in cases involving theft and embezzlement of government property and violations of the White Slave Traffic Act.

The change from the previous practice of submitting all reports to the Department was made in the latter part of 1945 as a result of the Bureau's survey to eliminate unnecessary work, which was requested by the Department and subsequently approved by Assistant Attorney General [redacted]. Before setting up any procedure to furnish you with copies of all reports in these cases, I wanted to call your attention to the tremendous increase in the work of the Bureau, both in security matters and in connection with our other functions with which you are familiar. To comply with your request would, of course, require additional personnel and funds to cover the administrative procedures. Under the present practice we furnish to your division copies of reports in all cases where the Department has specifically requested that an investigation be made, in cases where the determination of prosecution or other action rests with the Department, as well as when the Bureau desires to call a case specifically to the attention of the Department for any particular reason, and when the Department requests reports in a specific case.

We shall, of course, furnish you with copies of all reports in cases in which you are interested. However, with a view of retaining the economy of the present practice, it may be that you could furnish us with the identity of specific cases or types of cases in these categories so that copies of the reports can be furnished to you.

NOTE: [redacted] the then Assistant Attorney General and head of the Criminal Division, concurred in the Bureau's recommendation to discontinue forwarding reports to Department except in certain instances; fact that [redacted] approved recommendations set forth in survey report of the Criminal Division.

DML:TBE:dad

RECORDED - 116

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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COMM - FBI

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DIRECTOR

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, Federal Bureau of Investigation

DATE: October 11, 1950

FROM : , Assistant Attorney
General, Criminal Division

JMM:CAP:aal

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SUBJECT: Investigative Reports

In view of the numerous questions which frequently arise throughout the United States in cases involving theft and embezzlement of property owned by the United States and violations of the White Slave Traffic Act and in order that we may be currently informed respecting developments in such cases it is requested that your Bureau transmit to this Division copies of all reports pertaining to these violations.

COPIES DESTROYED

270 JAN 21 1965

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66-2435-1051

November 13, 1950

5-73

Reurlet dated October 16, 1950.

Your attention is directed to revised Section 87 of the Manual of Instructions submitted to the field by Bureau letter dated October 25, 1950, and particularly to Section B3, "Reports," beginning on page 13 of the section. You will note under (3) on page 13 that "Whenever an individual other than the subject of a report is mentioned for the purpose of showing subversive activity or sympathy on the part of a subject, the individual so mentioned should be described with an authoritative statement reflecting the subversive connection, e. g. 'Reported by T___, a confidential informant of known reliability, to have been a member of the White Collar Club of the Communist Party in 1945'."

You will also note under (5) on page 14 of revised Section 87 that "Official files, reports, communications, or records of the FBI shall not be quoted as sources of information, but in each instance the original source shall be identified."

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58 NOV 17 1950

PLC:dkr:eco

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[Handwritten signature]


 J. Edgar Hoover
 Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 16, 1950

FROM : SAC, Miami

SUBJECT: ~~REPORT WRITING~~
SECURITY MATTER - C

Miami is preparing thumbnail sketches on the most prominent and active members of the CP in this area. These sketches are for time-saving and informative purposes to Miami Agents who have not in the past prepared Security Matter - C reports and who are relatively unfamiliar with the various CP personalities in this area. It is believed the sketches will save considerable time in making it unnecessary for these Agents to review numerous files when it is desired to describe in a security report the CP associates of a particular subject.

It is, of course, desired that this sketch be as cohesive and brief as possible and yet include pertinent descriptive data. With that thought in mind, if the Bureau approves, it is desired to set forth these sketches, for example:

(In Investigative Section)

Confidential Informant T-1, of known reliability, advised that [redacted], alias [redacted], during 1949 and 1950 served as [redacted] on the Dade County Section of the Communist Party in Miami and on November 11, 1949 was selected [redacted] for that Section during 1950. During the same period he acted as [redacted] in this area for the "Daily Worker," and "The Worker," East Coast daily and Sunday Communist newspapers.

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(On Informant Page)

T-1 First sentence furnished 8-12-49, 10-28-49, 1-5-50, 2-23-50, 4-11-50 and 6-13-50, in writing, and 11-22-50, orally, by [redacted] to SA LEON O. PRIOR. Second sentence furnished by [redacted] in writing, on 2-8-50 to SA [redacted] [redacted] and 7-14-50 to SA [redacted] New York City.

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It will be noted from the above example that the sketch to be set forth in the investigative section is attributed to one T-1; however, as the informant section indicates the information actually was furnished by two informants on various occasions to various Agents.

Bureau advice is requested as to whether this method of reporting is satisfactory. If at all possible the Miami Office desires to follow this method in preparing its security reports, as stated previously, for the purpose of brevity and cohesiveness.

HRA:anc
100-00

RECORDED - 73

166-2151-1051
OCT. 18 1950

24

EX-16

SAC, Denver

October 20, 1950

Director, FBI

PREPARATION OF REPORTS
APPLICANT INVESTIGATIONS

66-2436-1052

RECORDED - 73

EX-26

Reference is made to your communication dated September 29, 1950, concerning the above-mentioned matter, wherein you advise the Bureau of the procedure which has been set up by you to handle certain dictation in order to eliminate delinquent dictation under the Bureau's present three day rule.

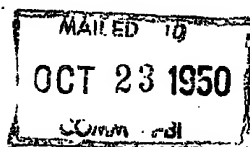
The Bureau has carefully considered the suggestion made by you. However, it feels that the work entailed in the procedure as inaugurated by your division is such that there would be very little, if any, savings of time in the handling of the over-all report. As you know, a great number of the reports, which would be handled in the manner suggested by you, must necessarily go forward to other Government agencies and, if they were prepared in the way suggested by you, it would be necessary to completely retype a number of these reports either in your office or at the Seat of Government.

It is felt that it would be to the advantage of the Bureau to transcribe these inserts within the three day period and, when the investigation is completed, that these various transcribed memoranda be then incorporated in the completed applicant report.

Per E. C. [unclear]
W. C. [unclear]

NRG:VH

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, Denver
 SUBJECT: PREPARATION OF REPORTS
 APPLICANT INVESTIGATIONS

DATE: 9/29/50

In order to comply with the three day delinquency rule with respect to work on stenographers' books, it has been necessary for stenographers to type numerous memoranda in connection with applicant investigations where leads are assigned to more than one Agent. These memoranda must subsequently be copied into the finished reports, resulting in a substantial duplication of stenographic work.

To eliminate this unnecessary stenographic work, and to expedite the handling of applicant investigations, Bureau approval is requested for the following procedure to be followed in the preparation of all applicant reports where it is necessary to assign leads to more than one Agent in the Denver Division:

Each Agent, upon completion of the investigation assigned to him, will dictate an insert for the completed report, setting forth such investigation under appropriate headings in accordance with Bureau instructions. The stenographer receiving the first dictation on the case will type the material, setting up proper headings, each of which will begin on a separate page, and, in those cases in which a synopsis is required, the stenographer will attach on a separate sheet material generally appearing on the first page of a report. This insert will then be placed in a cellophane envelope and retained in the file jacket along with the investigative file. When other agents having leads dictate their portion of the investigation, the stenographer will add such dictation to the insert previously prepared, setting out the results of the investigation on the sheet containing the appropriate heading. The report in its final form will comply with existing Bureau instructions; however, some pages may have a larger than usual space at the bottom as it will be impossible to completely fill each page and properly separate the report according to education, employment, etc.

The above procedure will obviously eliminate the necessity of stenographers retyping memoranda into the complete report, resulting in a considerable saving of stenographic time, and also will expedite the submission of the completed report to the Bureau.

WDB:HLH

RECORDED - 73

EX-26

66-2425-1052

OCT 2 1950

*Mem. Denver
10-20-50
wrg*

illegible signature

RECORDED - 45

66-2435-053

SAC, Little Rock

November 16, 1950

Director, FBI

SECURITY INVESTIGATIONS
(INDIVIDUALS-SECURITY INDEX)

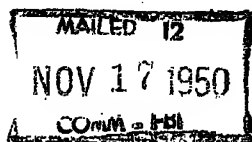
Reurlet dated October 27, 1950 captioned "Report Writing-
Internal Security and Espionage Investigations."

The Bureau has issued no instructions that it is necessary
for the Field to submit photographs to the Bureau on Security Index
subjects who are not considered as key figures.

JLQ:dew *[initials]*

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 27, 1950

FROM : SAC, Little Rock

SUBJECT: REPORT WRITING -
INTERNAL SECURITY AND ESPIONAGE INVESTIGATIONS

Re Bureau Bulletin Number 56, Series 1950, dated 10-19-50, Section C.

One of the numerous errors listed in referenced bulletin is the failure to submit photographs of subjects to the Bureau.

It is requested you advise me whether you wish to be furnished photographs of subjects of security matter cases who are not key figures.

WLL/rp

100-00

RECORDED - 26

EX-89

OCT 30 1950

1053

SAC, DETROIT

October 30, 1950

DIRECTOR, FBI

REPORT WRITING - BUREAU OF INTERNAL REVENUE

66-2435-1054

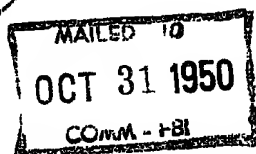
Reurlet 10/18/50, concerning the use of a T symbol in reporting information received from an employee of the Bureau of Internal Revenue. Where this information is such that it would normally be exchanged between Government agencies and is not concerning income taxes, generally considered privileged, it would not be necessary to use a temporary symbol. This is especially true in ascertaining financial ability cases which are conducted primarily for the benefit of the United States Attorney. In such cases where the Bureau of Internal Revenue has a file on the subject and furnishes information concerning him, the United States Attorney is entitled to know the source of the information.

Where you receive information from an Internal Revenue Agent concerning income tax matters, generally considered privileged, or where the information is furnished on a strictly confidential basis, obviously a temporary symbol will be desirable.

CDM:man (signed)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 18, 1950

FROM : SAC, Detroit

SUBJECT: REPORTING OF INFORMATION OBTAINED
FROM BUREAU OF INTERNAL REVENUE

In regard to the above captioned matter, this office would like to be advised as to whether or not information obtained from employees of the Internal Revenue Bureau, in its entirety, is to be considered as being received from a confidential source, the identity of the employee to be protected through the use of a T symbol.

It is appreciated that information furnished by a taxpayer on his income tax report is of a confidential nature and any disclosure by a Revenue Agent to a Bureau Agent would require the use of a T symbol to properly protect the source of the information.

However, this office recently conducted an investigation with the character Ascertaining Financial Ability wherein an independent investigation was conducted by the Internal Revenue Bureau of same individual investigated by this office.

The Revenue Agents readily made available the results of their investigation as to the individuals financial ability.

In reporting the information, this office made use of a T symbol to protect the source of the information.

This type of information would appear to be of a different nature as compared with information contained in income tax reports. Therefore, this office would like to be advised if it is the Bureau's policy to consider all information obtained from Revenue Agents regarding an individual to be received from a confidential source.

FMG:DVH

5-00

*Letter to Detroit
C.D. M. Jones - 10/30/50*

RECORDED - 56

96 - 1054

2 - *Adm*

RECORDED - 24

6-2495-1055

SAC, Los Angeles

November 28, 1950

Director, FBI

REPORT WRITING
INTERNAL SECURITY AND ESPIONAGE INVESTIGATIONS

Reference is made to your memorandum dated October 30, 1950, captioned as above inquiring as to whether the Bureau desires to receive photographs whenever available in Security Matter cases.

Please be advised that there is no requirement at the present time for offices to submit photographs to the Bureau in Security Matter cases unless there is some particular reason for doing so such as leads which are to be handled by the Bureau. It is, therefore, not necessary for your office, as a general policy, to submit photographs of subjects in this category to the Bureau.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: October 30, 1950

FROM : SAC, Los Angeles

SUBJECT: REPORT WRITING --
INTERNAL SECURITY AND ESPIONAGE INVESTIGATIONS

ReBureau Bulletin #56 dated October 19, 1950.

Item #16 under Section C of this bulletin lists failure to submit photographs of the subjects to the Bureau as one of the errors noted in reports submitted in the security field. While photographs are, of course, submitted promptly to the Bureau in key figure cases, this has not been done as a general rule in security matter cases.

The Bureau is requested to advise whether it desires to receive photographs whenever available in security matter cases.

GAD:MES

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62-75

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 3, 1950

FROM : GUY HOTTEL, SAC, WASHINGTON

SUBJECT: SUMMARY REPORTS

Ingle 523

In view of the critical shortage of Special Agent personnel throughout the field and having in mind the critical shortage of Stenographic employees in the Washington Field Office, it is recommended consideration be given at this time to curtailing the preparation of summary reports.

Section 12 A of the Manual of Rules and Regulations instructs that prosecutive summary reports should be prepared upon the completion of investigation in cases where prosecution is probable. It is recommended that this regulation be changed so that summary reports be required only after indictment or after an information has been filed and, further, that prosecutive summary reports not be required when the substantive facts of the offense are contained in a limited number of reports. There will be situations, of course, where prosecutive summaries will be desirable prior to indictment other than in the foregoing situation, but they can be prepared at the discretion of the investigating Agent or his Supervisor.

Illustrative of situations where it would appear prosecutive summary reports would not be required under the proposed suggestion are the cases entitled [REDACTED]

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HBF:VIM

OCT 10 1950

Let. to Mr. Hottel
11/17/50 - JTC: dgh
to Comm. Memo 12/8/50
Htc: dgh
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66-2445-1056

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TUG

66-2435-7057

SAC, Washington Field

November 16, 1950

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66-2435-1057

Director, FBI

COPIES OF REPORTS IN COURT OF CLAIMS
AND LUCAS ACT CASES
CLASSIFICATION "83"
COURT OF CLAIMS MATTER

EX-29

Reurlet November 3, 1950.

The recommendation as set forth in referenced memorandum is receiving consideration by the Bureau. You are requested to advise the Bureau by return mail the identity of the employee responsible for this suggestion.

ALM:mcp

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 3, 1950

FROM : GUY HOTTEL, SAC, WASHINGTON FIELD

SUBJECT: COPIES OF REPORTS IN COURT OF CLAIMS AND LUCAS ACT CASES

CLASSIFICATION "83"

COURT OF CLAIMS MATTER

① INVESTIGATIVE REPORTS

At the present time Bureau instructions require that the Field Offices submit two copies of reports to Washington Field Office in all COURT of CLAIMS cases (which includes LUCAS ACT cases in District Courts) under the "83" classification.

The principal reason for designating two copies to WFO, according to the Manual, is that these cases may be followed by WFO until a final decision is rendered by the Court of Claims.

When a closing report is finally submitted by WFO, one copy of same is furnished to the office which originally conducted the investigation, for information purposes.

It is believed that a saving of time and filing space would result if only one copy of the investigative report be designated for WFO, by Field Offices, unless some definite leads are set out for WFO. This does not mean, of course, a lead to check the Docket or confer with the Claims Division Attorney, as this is automatically done by the WFO, which maintains a card index or Docket of all pending "83" cases in the Bureau, including LUCAS ACT cases.

In the past it has been noted that when two copies of bulky reports were received, it required making up a separate volume or section of one report, which served no purpose. In any event the WFO does not review or study reports from the Field except when a Claims Division Attorney requests accounting information. In those instances the file copy is available for that purpose.

It is therefore respectfully suggested that the Bureau consider the advisability of requiring the Office of Origin to submit only one copy of reports to WFO in the "83" classification, unless a lead requires investigation by WFO, in which event two copies should be designated.

GH:MLD
83-0

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66-6200-83-

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR ✓
 FROM : JOINT COMMITTEE
 SUBJECT: SUGGESTION NO. 539
 EMPLOYEE: SA VINCENT D. GARVEY
 BUTTE OFFICE
 REPORT WRITING

DATE: 11/3/50

SAVINGS: None
 AWARD: None

Tolson _____
 Ladd _____
 Clegg ✓
 Glavin ✓
 Nichols ✓
 Rosen ✓
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

MEMBERS PRESENT: H. H. Clegg
 R. T. Harbo
 S. K. McKee
 E. Scheidt

dgh ryer

SUGGESTION: That when reports and letters of a lengthy type are forwarded to the Bureau, that in addition to the first page form automatically sent with the report or letter there be made additional copies thereof which can be attached to each section of the lengthy report. The idea in mind is that supervisors in various sections of the Bureau having a need for different sections of a report will need to refer to the first page and desire the identification of the Agent who prepared the report, the title as submitted on the first page and other administrative information. This Agent pointed out that when he was a Supervisor in Washington there occasionally arose the necessity for several supervisors needing this type of information simultaneously while reviewing different sections of the same voluminous report.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

In the event such a procedure should in some rare instances become necessary, photostatic copies of the first page could be made at the Seat of Government; however, it is not contemplated that the frequency of the need for such data would make this necessary as a fixed requirement; also the Field is not always able to anticipate when such a need would arise, and they might frequently prepare additional copies of the first page of such reports unnecessarily. It was thus felt that this was an undesirable requirement that could, in the rare instances where it might be found advisable, be handled administratively at the Seat of Government.

cc: Mr. Clegg
 Mr. Mohr

HHC:dgh

11-5 RECORDED - 45

INDEXED - 45

NOV 9 1950

484
 36 MAR 10 1951

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Memorandum • UNITED STATES GOVERNMENT

THE DIRECTOR ✓

DATE: 11/3/50

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JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 536
EMPLOYEE: SA [REDACTED]
BIRMINGHAM OFFICE
TEN-DAY REPORTS

SAVINGS: None
AWARD: None

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MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION: That the so-called ten-day reports prepared by Accountants not be sent to the United States Attorney. It should be noted that this ten-day report is now a two-week report. A ten-day report is required to set forth the initial conference with the United States Attorney, and as it lists the nature and discovery of irregularities and makes an estimate of the time that will be required to complete the investigation, the employee felt that so much of this data was administrative that the United States Attorney would not be interested.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

Due to the fact that there is included in this report the results of the initial conference with the United States Attorney, copies of this report should go to him for confirmation purposes reflecting his views, instructions or opinions during such initial interviews. Also, it will confirm the Agent's interpretation of the nature of the irregularities that have been reported. Further, it will reflect an estimate as to the amount of time required to complete the investigation which, in some instances, might cause the United States Attorney to feel that the investigation should not be made and that the case should be closed without further investigation due to the lack of aggravation in the alleged violation and the amount of time required for the investigation.

cc: Mr. Clegg
Mr. Mohr

HHC:dgh 237

RECORDED - 15
INDEXED - 15

NOV 9 1950

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: REPORT WRITING - *
NUMBER OF COPIES OF ADMINISTRATIVE
REPORTS IN SECURITY TYPE CASES

DATE: October 25, 1950

Tolson ☒

Ladd ☒

Clegg ☒

Glavin ☒

Nichols ☒

Rosen ☒

Tracy ☒

Harbo ☒

Belmont ☒

Mohr ☒

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Nease ☐

Gandy ☐

On October 25, 1950, the Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Mohr, Rosen, McIntire for Clegg, McGuire for Nichols, and Laughlin for Belmont, considered the attached proposed Bureau Bulletin. This Bulletin advised the field that in the future only two copies of "administrative" reports need be submitted instead of five, as presently required in security type cases.

By SAC Letter No. 94 dated October 10, 1949, the field was advised that it was permissible to prepare reports recording intelligence information without distinguishing between the type of information recorded in the body of the report and that contained in the administrative pages. Such reports are not intended for dissemination outside the Bureau and in all instances the word "Administrative" appears above the Synopsis.

Since reports of this nature cannot be disseminated, it is felt that the number of copies required for Bureau purposes could be reduced from five to two. This will result in the saving of stenographic time in the field, paper, and file space at the Seat of Government.

The Conference unanimously recommended approval of the attached Bulletin. In the event you agree, it will be disseminated.

Respectfully,
 For the Conference

V.
 Clyde Tolson

CC: Mr. H. H. Clegg
 Mr. J. P. Mohr

Attachment
 LLL:mer

RECORDED - 19
 INDEXED - 19

166-2435-1060
 NOV 13 1950

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 11/6/50

FROM : JOINT COMMITTEE ✓

SAVINGS: None

AWARD: None

SUBJECT: SUGGESTION NO. 562
 EMPLOYEE: MR. H. B. LONG
 TRAINING & INSP. DIVISION
 REPORT WRITING

Tolson _____
 Ladd _____
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MEMBERS PRESENT: H. H. Clegg
 R. T. Harbo
 S. K. McKee
 E. Scheidt

SUGGESTION: That the Bureau require that in an investigative report dealing generally with the Communist Party which includes references to one or more individuals who are identified as members of the Communist Party together with information indicating their potential dangerousness, the Field be required to indicate in the administrative section of the report whether the subject is under investigation.

An alternate proposal is that the Field be advised of the desirability of such a procedure without making it mandatory.

The purpose of the proposal would be to aid the Field Supervisor and the Supervisor at the Seat of Government in reviewing reports in ascertaining that all individuals who should be the subject of an investigation are actually being investigated by the field office concerned.

At present, in the Internal Security Section of the Security Division at the Seat of Government, certain supervisors handle the reports pertaining to the Communist Party generally. On occasions, they refer certain reports to the supervisors handling the security index file for their information and consideration as to whether certain individuals are already represented in the security index. It was felt that if the proposed procedure were adopted, there would be a substantial savings in clerical and Agent supervisory time, not only at the Seat of Government but in the Field.

Mr. Belmont is opposed to the proposal in either form, because there is an obligation of field offices to comply with existing instructions that all employees of the Communist Party who are dangerous or potentially dangerous should be adequately investigated, and that when appropriate, recommendations should be submitted that they

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 270 JAN 21 1965

cc: Mr. Clegg
 Mr. Mohr

59 NOV 25 1950

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EX-73

be included in the security index. He feels that any other administrative procedure would place such a heavy burden on the Seat of Government supervisors and also on the Records Section as to require a large increase in supervisory and clerical personnel.

With reference to the problem in the Field, the Field representatives of the Joint Committee advised that this matter is being adequately handled in the Field at the present time under existing procedures without any requirement for the listing of information on administrative pages showing whether subjects named in the body of the reports are the subjects of separate investigations.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The proposed procedure would add a substantial administrative burden on the Field insofar as placing additional information on the administrative pages of reports is concerned. It was felt that although there is obvious merit in the objective, it is being attained in the simplest manner at the present time and that no change should be made. It was also felt that the adoption of this suggestion would result in the delay in submission of reports in order to secure collateral data for inclusion on the administrative pages. Under the present procedure, the report when completed is sent to the Bureau, and subsequently the field office copy of the report is used to check against the indices to be sure that all appropriate investigation is actually under way or initiated.

✓ 11-8

PROPOSED CHANGE
IN FBI HANDBOOK

Investigative Reports

PART III

Under P Full Investigation, add: (p 218 - New Subsection (e))

(e) In connection with interviews conducted with persons who furnish derogatory information of any nature in all applicant type investigations except Bureau applicants, National Academy applicants, and Department of Justice applicants, at the conclusion of the interview these individuals should be advised as follows:

1. The report will go to another Government agency;
2. In view of the fact that the Bureau does not grant or deny clearance to any individual investigated in this type of case but merely reports the facts as developed, there may be a hearing by the interested Government agency.

In addition to the above, the person interviewed should be asked whether or not he is willing to have his name used in the report. In the event he desires his identity protected, a temporary informant symbol should be assigned to him. Inquiry should also be made to determine whether or not the person interviewed would be willing to testify in the event a hearing is held by the interested Government agency. The report should clearly state his wishes in this matter.

218

166-2435-✓
NOT RECORDED
70 NOV 8 1950

INITIALS ON ORIGINAL

55 NOV 8 1950

ORIGINAL COPY FILED IN 66-1934

PROPOSED CHANGE
IN FBI HANDBOOK

PART III

CHAPTER 78. APPLICANT INVESTIGATIONS AND RELATED SPECIAL INQUIRIES

Investigative Reports

Add at the conclusion of the sentence which states, in part, "is made of all persons under similar circumstances," the following: (p 206, under "General Instructions", separate paragraph)

In Connection with interviews conducted with persons who furnish derogatory information of any nature is all applicant type investigations except Bureau applicants, National Academy applicants, and Department of Justice applicants, at the conclusion of the interview these individuals should be advised as follows:

1. The report will go to another Government agency;
2. In view of the fact that the Bureau does not grant or deny clearance to any individual investigated in this type of case but merely reports the facts as developed, there may be a hearing by the interested Government agency.

In addition to the above, the person interviewed should be asked whether or not he is willing to have his name used in the report. In the event he desires his identity protected, a temporary informant symbol should be assigned to him. Inquiry should also be made to determine whether or not the person interviewed would be willing to testify in the event a hearing is held by the interested Government agency. The report should clearly state his wishes in this matter.

206

166-2435-✓
NOT RECORDED
75 NOV 2 1950

INITIALS OF ORIGINATOR

55 NOV 9 1950

ORIGINAL COPY FILED IN

66-19341-2712

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo *RTH*
 FROM : Mr. H. B. Long *HL*
 SUBJECT: REPORT WRITING

DATE: October 17, 1950

Tolson _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Handwritten: 11/6/50 - RTH: dgh

There is attached a copy of an administrative memorandum prepared incident to the inspection of the Security Division, Internal Security Section. As will be noted, it is felt that there could be a considerable saving of time at the Seat of Government on the part of the Supervisors and other personnel if additional information was furnished by the Field in letters and reports relative to individuals whose activities as set forth suggest that they warrant investigation as individuals.

In addition, there could be set forth other information that would be helpful to the individual currently reviewing the report or on subsequent reviews. To do so would seem to be dictated by good report writing and yet it is found this is not often done. It is, of course, not desirable and often the rules prohibit setting forth such information in reports due to the dissemination of material but this could always be done in letters. Often the names of individuals are mentioned in reports in connection with the investigation of a subject and the circumstances would seem to dictate that there should be consideration given to the investigation of the individual mentioned.

The investigative Agent unquestionably checked the Field files and knows that there is or is not a case or that one is being opened. If such were stated in letters or in the administrative part of a report, this would eliminate work here in checking our files to see if the individual is the subject of a Security Index card of an investigative case. The work of checking and finding no case, writing the Field and their replying that they have a pending case is unnecessary work. Doing this would be simple in the majority of cases but in some espionage cases and reports on Communist Party activities, there will be the same individuals mentioned in report after report in which the same question arises on review and consideration must be given to the need to refer the report to another desk for information.

HBL:mac

RECORDED - 84

Jt. Comm. Memo

11/6/50 - RTH: dgh

66-2425-1062
NOV. 14 1950

Enclosure

EX-75

59 NOV 25 1950 COPIES DESTROYED
 270 JAN 21 1965

It is felt, however, that consideration should be given to this problem with a view to sending a bulletin to the Field requiring that this be done or suggesting it as a part of good report writing. You may desire to discuss this matter at the Executive Conference, possibly secure the views of several Offices and then have this material considered by the Joint Committee.

RAL:mac

INVESTIGATIVE OPERATIONS

Re: Index - Communist Party Dept

Inspector Harbo:

There is maintained an "address" index showing addresses as to (1) states, districts, sections and units for the Communist Party giving meeting addresses where known and places where records are kept; (2) addresses where material is hidden away, such as mimeograph machines, stationery supplies, money, et cetera; (3) index as to concealed mailing addresses for the Communist Party. These index cards reflecting addresses will, of course, show the names of individuals at the addresses given. A spot check was made of the names of ten individuals in each of the three above groups against the Security Index to see if the individuals were in the Security Index with the following results numbered in line with the above:

1. Eight of the ten individuals were found in the Security Index but the following two were not:

a. [redacted] Bellaire, Ohio, was shown as the meeting place for the Wheeling Branch. File 100-3-11-1006 reflects that in the report dated August 1, 1949, from Cincinnati on the Communist Party under the Ohio Valley Section [redacted] of Bellaire, Ohio, was appointed to the [redacted].

b. [redacted] is reflected as the meeting place and the place where the records are housed for the [redacted] Section. File 100-3-95-560 contains a letter from Detroit dated December 24, 1948, which shows that the records for the [redacted] Section are kept at this individual's home and that she was the [redacted]. This letter also reflects that her home is the meeting place for the Automobile Miscellaneous Section to which her [redacted] belongs. On February 4, 1949, the Bureau directed a letter to Detroit and pointed out that many of the

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270 JAN 21 1965

Inspection Report
Security Division
Internal Security Section
Inspector A. T. Harbo
October 17, 1950

66-2435-1062

ENCLOSURE

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people mentioned in the letter of December 24, 1948, were not in the Security Index and informed Detroit that consideration should be given in this regard if this has not already been done. File 100-3-85-848 is a letter from Detroit dated March 31, 1949, and reflects her home as one of the meeting places for the [redacted] Section. File 100-3-85-839 is a letter from Detroit dated December 29, 1948, and reflects her home is used as a meeting place for the [redacted] Section. File 100-192856-2, which is the main file on [redacted] who is in the Security Index, contains a reference to [redacted] as being the [redacted] and it is stated that she is active in Communist Party affairs.

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2. Seven out of the ten individuals checked were found to be in the Security Index, one of them was determined to be an informant, but the following two were not in the Security Index:

a.

[redacted], is shown as a place where the Communist Party mimeograph is hidden. File 100-3-85-854 is a letter from Boston dated January 12, 1950, in which it is stated that it is believed that a mimeograph machine is kept by this individual. File 100-308847-11 is a report dated November 25, 1949, and states that a Progressive Party meeting was held at her home on July 22, 1949, for the purpose of organizing the Young Progressives. File 100-3-1-497 is a report dated April 16, 1949, from Boston on the Communist Party of New Hampshire and it is stated that the Party has a mimeograph machine at her home and that it was in operation in January 1949. File 100-345366-12 is a report from Boston dated December 5, 1948, wherein it is stated that a meeting of the unemployed was planned at the home of this individual on July 22, 1948, that she is a member of the Progressive Party and that the meeting was planned by the New Hampshire State Secretary-Treasurer of the Communist Party who is also the State Director of the Progressive Party. File 100-345366-11 is a report made in May 1949 reflecting that this individual was to keep open the Progressive Party office and that she is a friend of the daughter of the State Secretary of the Progressive Party.

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File 100-366380-1 is a report from Boston dated January 13, 1950, and this reflects that this individual on July 15, 1949, was going to New York to attend a Bill of Rights Conference.

b. [redacted]

[redacted] was listed as having a mimeograph machine. File 100-36389 is a main file on this individual but there has been no investigation since 1943, at which time [redacted] was classed as a psychopathic case and a fanatical sympathizer of Communism but not a Party member. It is pointed out that in the past he did printing for the Communist Party and distributed Communist Party literature. [redacted] the Hilton Press, 137 Front Street, Worcester, Massachusetts. In 1941 the Boston Office had submitted a custodial memorandum on [redacted] but in 1943 the case was closed on the authority of the Special Agent in Charge. File 100-3-85-864 is a letter from Boston dated January 12, 1950, reflecting that [redacted] the Hillside Press at his residence. [redacted]

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[redacted] and has arranged for the Communist Party to use his mimeograph machines. File 100-9-1-518 is a report from Boston in January 1950 reflecting the same information relative to the mimeograph machines but includes the availability of his other facilities which had been offered to the Communist Party branches in Central Massachusetts. It is also stated that in the past these facilities have been made available to the Massachusetts Council for American-Soviet Friendship, the Russian War Relief, and the Progressive Party. File 71-1670 shows that this individual was involved in printing lottery tickets and was arrested in connection therewith about 1943. File 65-30092-3380 is a letter from the Washington Field Office dated December 8, 1949, and reflects that one [redacted]

[redacted] was in correspondence with the Soviet Embassy. There is no way of knowing whether these individuals are identical.

3. Nine of the ten individuals checked were found to be in the Security Index and the tenth was determined to be a confidential informant.

As can be seen from the above, the Bureau's files fail to reflect investigative files on the above individuals, with the exception of [] even though their activities would seem to warrant investigation as individuals. It is, of course, not known if the Field has pending cases. The Field, under the Security Index program, can have pending investigations on many individuals without the Bureau being aware of it. On the other hand, the Field can also have information on individuals that would warrant investigation but not have pending cases and the Bureau would not be so aware. However, when information comes to the Bureau's attention from the Field in reports or letters, which information indicates that the individual should be receiving investigative attention, this requires checking the records here and possible inquiries of and answers by the Field. Where a Supervisor notes activity in material, which activity is handled on another desk, he must refer such material to that desk. Examples are the many individuals mentioned in connection with the investigation of the Communist Party as such, many of whom are in the Security Index, yet it is necessary for the Party Desk to call these individuals to the attention of the Security Index Unit who must check relative to them. This is particularly true today with the new standards in connection with the opening of Security Matter - C cases.

The Agent who prepared the material, if he did his job properly, must have made a determination as to whether they had pending cases on the individuals mentioned and if the Bureau had been given the benefit of that information it would have saved time here as well as time on the part of the Field Supervisor. Time would also be saved in connection with future reviews of the material when the same questions naturally arise. This would mean always anticipating questions that may arise to the reader and attempting to answer them. This cannot always be done fully in the investigative portion or reports due to dissemination and the rules against placing therein material of an administrative nature and rules against mentioning certain things at all such as the "Security Index" or that an individual is an informant. Furnishing additional information could apply to the subject of the case as well as individuals mentioned incidentally. In letters to the Bureau this could always be done such as in the letters which furnish the names of individuals in connection with addresses for the Party and location of hidden material. Once each year (in January) this material is resubmitted in its entirety in letter form so that there can be a complete

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 11-3-50

FROM : JOINT COMMITTEE ✓

SAVINGS: None

AWARD: None

SUBJECT: SUGGESTION NO. 545

EMPLOYEE: SA JOSEPH P. McMAHON

CHICAGO DIVISION

SUBMISSION OF REPORTS RE TOP FUNCTIONARIES
AND KEY FIGURESMEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Tolson	
Ladd	
Clegg	✓
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

SUGGESTION:

That reports relative to Top Functionaries of the Communist Party be submitted once each 6 months instead of 3 months as now required and that similar reports relative to Key Figures be submitted once every year instead of once each 6 months.

In support of this suggestion it was pointed out that the submission of these reports at more infrequent intervals would save considerable Field time and would make the time which was saved available for other important matters, especially the addition of new subjects to the Security Index file.

JOINT COMMITTEE CONSIDERATION:

It is the unanimous opinion of the Joint Committee that, during the present critical period the reduction of investigative activities relative to the leaders of the Communist Party and splinter groups is highly inadvisable and for this reason, it is felt that there should be no change in the existing procedure.

RECORDED - 37

INDEXED - 37

NOV 22 1950

cc-Mr. Mohr
Mr. Clegg

JAN 7 1951

SJK:DMG

RECORDED IN 61-25574-6284

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *R*

FROM : MR. F. J. BAUMGARDNER *S*

SUBJECT: SUGGESTION - REDUCTION OF
REPORT WRITING RE TOP FUNCTIONARIES
AND KEY FIGURES

DATE: 9-27-50

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

PURPOSE

To answer the proposal by SA Joseph P. McMahon of the Chicago Office that reports be written on top functionaries every six months and on key figures once each year instead of every three and six months as is presently required, in order to conserve manpower.

DETAILS

Top functionaries are the individuals considered to be on the national policy making level in the CP and related groups. The key figures are the functionaries who direct the CP activities on a national or local level. In order to keep abreast of the over-all program and activities of the CP and related groups, it is necessary to follow closely the activities of these individuals. In view of the national and international situation which has caused drastic changes in the program and activities of these groups, it is even more important that the activities of the leaders be closely followed. If the Field is allowed to submit reports less frequently so that manpower can be used for other purposes, we can assume that these cases will be followed less closely.

RECOMMENDATION

During this critical period the proposal to reduce our investigation concerning the leaders of the CP and related groups is inadvisable. It is recommended that reports relating to these individuals be submitted as required under present regulations.

MET:wma

RECORDED - 37 *166-2435-1064*

NOV 22 1950

EX. - 36

52 JAN 17 1951

PERS. FILE

copy;bw

THE DIRECTOR

JOINT COMMITTEE

SAVINGS: None

AWARD: None

SUGGESTION NO. 567

EMPLOYEE: [REDACTED]
INDIANAPOLIS OFFICE

REPORT WRITING - DESCRIPTIVE DATA

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b7C

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

INVESTIGATIVE REPORT
SUGGESTION: That descriptive data about the subject of a case be placed in the first paragraph of every communication when this information is available and would be helpful

It was pointed out that this would be of assistance in readily identifying the subject when checking the field office indices.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The practice at present is usually to include descriptive information relative to the subject in the latter portion of investigative reports. It can readily be located, and it would interfere with the orderly arrangements of reports to place this information first in the report. With reference to communications other than reports, information of a descriptive nature is generally placed in the closing portion of the communication and can readily be located there. Consequently, the Joint Committee felt that there was no real necessity for making the proposed change.

cc: Mr. Clegg
Mr. Mohr

ES:dgh

66-2435-
NOT RECORDED
142 NOV 22 1950

INITIALS ON ORIGINAL

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370
OCT 25 1950

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

ATTENTION: H. H. CLEGG

DATE: 9/8/50

ASSISTANT DIRECTOR

FROM T. E. NAUGHTEN, INSPECTOR

SUBJECT: SUGGESTION - SA JOSEPH P. McMAHON
CHICAGO DIVISION

Attached hereto is a suggestion submitted by the above-named Agent during the course of the recent inspection of the Chicago Division. The suggestion appears to have considerable merit and is being forwarded for appropriate attention.

TEN:MJJ 30
Enclosure

RECORDED - 37

EX - 36

EX - 36
Lett. to Mr. M. Mahon
J. H. McDougall
JAN 10 1895

Office Memorandum • UNITED STATES GOVERNMENT

TO : Inspector T. E. NAUGHTEN

DATE: August 29, 1950

FROM : SA JOSEPH P. MC MAHON

SUBJECT: SUGGESTION - Reduction of
Report Writing re Top Functionaries
and Key FiguresSYNOPSIS

Suggest that reports be written on top functionaries every six months and on key figures once a year in order to conserve manpower, which could be utilized in investigating other individuals who are potentially dangerous.

DETAILS

In view of the present emergency, and in an effort to broaden as quickly as possible the coverage of National Defense activities with the limited manpower available, it is suggested that the Bureau reduce the requirement of submitting reports on top functionaries every three months and on key figures every six months to once every six months and one year, respectively.

In most instances these individuals have been investigated over a period of years and sufficient evidentiary material has been obtained to warrant taking appropriate action in the event of hostilities. Current reports being submitted for the most part merely contain cumulative evidence which could be deferred to a later time. Proper attention could be given to the decision as to whether the individual should remain a top functionary or a key figure at the time their residences and employments are verified each six months.

Changing the present requirement re submission of reports to that suggested above would result in -

- 1) A considerable saving of time from a clerical, investigative and supervisory standpoint, which time could be more profitably devoted to investigating other individuals who are potentially dangerous;
- 2) An expansion of the Security Index, bringing about a greater number of apprehensions in the shortest period of time;
- 3) A better over-all coverage of the internal security of the nation with the present limited manpower.

JPM-JCS

Joint Committee
Memo to Director
cc - Mr. Clegg
11-3-50
35K
ENCLOSURE
66-2430-1065

Let. to Mr. J. P. Mahon
10/2/50 - JPM: dgh

MEMO, INSPECTOR NAUGHTEN

RE: SUGGESTION - Reduction of Report
Writing re Top Functionaries and Key
Figures

It is realized that reducing the number of reports to be submitted in a particular case may lead to some failure to properly evaluate current activities from the standpoint of who should be carried as top functionaries or key figures but this can be corrected at the six months verification interval.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 12/4/50

FROM : JOINT COMMITTEE ✓

SUBJECT: SUGGESTION NO. 594

EMPLOYEE: SA [REDACTED]

MIAMI OFFICE

BUREAU APPLICANT REPORTS

SAVINGS: NONE

AWARD: NONE

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b7C

Tolson	✓
Ladd	✓
Clegg	✓
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

dgh

MEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

SUGGESTION: That the ~~Administrative~~ ^{CRIMINAL} page of Bureau Applicant reports be dispensed with in order to eliminate the extra page on which appears the information obtained by credit and criminal checks made by Special Employees. The employee felt that the elimination of this page would save expense of typing and paper involved, and the forms returned to Special Employees could be retained in the 1-A exhibit envelopes as notes.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

An important part of the investigation of applicants is the credit rating and criminal checks. In order for the Bureau to properly supervise the investigation and ascertain its thoroughness, information that these checks have been made should be recorded. The administrative page appears to be the appropriate place to list this information when there is nothing of a derogatory nature and it should reflect that this part of the investigation has been handled with negative results.

1-25-11-8347

cc: Mr. Clegg
Mr. Mohr

HHC:dgh

RECORDED - 17

INDEXED - 17

EX - 36

DEC 12 1950

PERS. FILE

RECORDED COPY FILED IN

61 FEB 26 1951



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION STRICTLY CONFIDENTIAL

In Reply, Please Refer to
File No.

November 9, 1950

BUREAU BULLETIN NO. 62
WASHINGTON 25, D. C. Series 1950

(A) NUMBER OF COPIES OF ADMINISTRATIVE REPORTS IN SECURITY TYPE CASES -- SAC Letter No. 94, Section E, Series 1949, dated October 10, 1949, provided for the submission of administrative type reports to record intelligence information. Since that time, the Bureau has been receiving five copies of reports designated "Administrative" in security type cases. At present, the administrative type report is being utilized in connection with security matters falling generally within one of three categories: (a) where the report records intelligence information; (b) where the report is submitted in connection with control type case files; (c) where the report records investigative activity in a regular security type case but no information has been developed which properly belongs in the investigative section of the report. In all three instances, the word "Administrative" appears above the synopsis.

In view of the fact that administrative reports are not disseminated outside the Bureau, in the future only two copies of such reports prepared in connection with security type matters should be designated for the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/17/83 BY SP-8 BTJ/mc
w 7/10/84

66-2435-
NOT RECORDED
146 NOV 18 1950

ORIGINAL FILED IN 66-2435-146

NOV 24 1950

Miami, Florida
November 17, 1950

Director, FBI

Re: SUGGESTION: SAVINGS OF PAPER
AND STENOGRAPHIC TIME
BUREAU APPLICANT REPORTS

Dear Sir:

INVESTIGATIVE REPORTS

It is noted that at the present time it is a policy of the Bureau to include the credit and criminal checks made by Special Employees on a separate administrative page in the investigative report submitted by each office.

In view of the great volume of Bureau applicant cases presently being handled in the field, it is suggested that the administrative page of the report be dispensed with in Bureau applicant cases in order to conserve time and effort on the part of stenographers by eliminating the extra page which they would be required to type and also save expense of additional paper.

It is felt that this procedure would greatly add to the savings of the Bureau in labor and paper expense and in furtherance the forms returned by the Special Employees could be retained in the 1A exhibit envelope as are the notes



Special Agent

~~DEFERRED RECORDING~~
NOV 20 1950

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*Previously handled
11-25 RB*

RBP:amc
66-0

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EX - 36

66-2435-1067

Let. to 

11/24/50 - HMC: dgh
Jt. Comm. memo
12/4/50 - HMC: dgh
62 FEB 23 1951 336

12-9
clerk

PERS. FILES

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: COURT OF CLAIMS CASES

DATE: November 28, 1950

INVESTIGATIVE REPORTS

Section 32 of the Manual of Instructions which relates to Court of Claims cases, now states that two copies of all reports submitted should be furnished the Washington Field Office, which office is ultimately designated office of origin in all Court of Claims cases in order to report the decision of the Court of Claims.

By letter dated November 3, 1950, the Washington Field Office suggested that in the future only one copy of each report submitted be furnished the Washington Field Office unless a specific lead was set forth other than checking the court docket. SAC Hottel pointed out that a saving of time and filing space would result if this suggestion were adopted. There are no obvious disadvantages. In only a few instances is the Washington Field Office called upon to review Court of Claims reports for purposes of conferring with or doing additional accounting for the Departmental attorneys and in these instances the file copy is adequate.

RECOMMENDATIONS:

It is recommended that favorable consideration be given to the above suggestion and there is attached the proposed changes to the Manual of Instructions.

By separate communication, the Washington Field Office has been requested to furnish the Bureau the name of the Agent making the above suggestion in order that an appropriate letter of commendation may be issued.

Unanimously approved by the Executives Conference today with Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference

DEC 18 1950

Clyde Tolson

51 DEC 19 1950

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease

UNRECORDED COPY FILED IN 66-640-95-1

November 28, 1950

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

Section 32 - Court of Claims Cases

N. Office of Origin

The office which conducts the accounting investigation will be the office of origin. Upon completion of the investigation and the taking of testimony before the Commissioner of the Court of Claims, the office of origin should request that the Washington Field Office be designated office of origin. Because of this the Washington Field Office should be furnished with one copy of all reports submitted unless a specific lead is set forth for the Washington Field Office, other than to check the Court of Claims docket. All of these cases will be followed monthly by the Washington Field Office until a decision is rendered by the court.

O. Same as Manual.

P. Same as Manual.

Q. Copies of Reports to the Bureau - 3.
1 to Washington Field Office.

"APPROVED BY EXECUTIVES
CONFERENCE 11-28-50"

*Decision made
12/4/50
Conf/Port*

66-2435-1068

ENCLOSURE

RECORDED

24 1069

EX-123

SAC, Boston

January 17, 1951

Director, FBI

COMMUNIST PARTY, USA
TOP FUNCTIONARIES
INTERNAL SECURITY - C
Your file 100-7908
Bufile 66-2435

Reurlet December 12, 1950.

Referenced letter requested information as to whether Bureau Bulletin #68, Series 1950, dated December 7, 1950, Section B, rescinded the requirements for the submission of summary reports each year in cases involving top functionaries of the Communist Party.

This will advise you that there is no longer any necessity for submitting the annual summary report in cases involving a top functionary of the Communist Party.

JRM:bjc

[Handwritten signature]

[Handwritten notes and stamps]

[Handwritten notes]

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: December 12, 1950

FROM : SAC, Boston

SUBJECT: Investigative Report
COMMUNIST PARTY, USA,
TOP FUNCTIONARIES
INTERNAL SECURITY - C

Reference is made to Bureau Bulletin No. 68, Series 1950, dated December 7, 1950, Section B.

Bureau advice is requested as to whether the rescinding of regular requirements for the submission of prosecutive and investigative summary reports has reference to existing Bureau regulations requiring the submission of a prosecutive summary report each year in cases involving Top Functionaries of the Communist Party.

100-7908

RGL:FT

RECORDED - 94

EX-4

Let Cantor
1/17/51

66-2455-1069

Handwritten signatures and initials.

The Director

November 29, 1950

The Executives Conference

DISTRIBUTION OF REPORTS:

REQUEST OF [REDACTED]
SELECTIVE SERVICE ACT, 1948

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mm
2. Selective Service Reports
The Executives Conference on November 28, 1950, considered the question raised by [REDACTED], Selective Service System, who informally indicated that he would like to have a copy of reports prepared by the Bureau concerning investigations under the Selective Service Act of 1948.

CURRENT DEVELOPMENTS:

[REDACTED] telephonically advised Supervisor [REDACTED] on November 18, 1950, that he would like to have copies of reports in Selective Service Act, 1948 cases whenever it is indicated that there will be prosecution. He stated it would be a great time-saver to the Selective Service System inasmuch as employees from Selective Service must now go to the Criminal Division of the Department to make necessary records of cases wherein prosecution is pending. He further indicated he did not wish to press this matter and if any difficulty was encountered he would "just as well forget it."

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[REDACTED] also talked with Assistant Director L. B. Nichols on the telephone and stated the Selective Service System is very much concerned with their delinquents and feel that the Criminal Division is not prosecuting Selective Service violations as frequently as they should and that Selective Service feels they should start keeping records on the cases. He indicated they would like to have a copy of all reports prepared in Selective Service Act, 1948 cases.

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With reference to the concern of the Selective Service System with regard to their delinquents, it may be pointed out that no inductions were made between the end of January, 1949, and September, 1950, and during that period Selective Service Boards received practically no funds and were forced to consolidate and to do without sufficient clerical help. Because there were no inductions, United States Attorneys were reluctant to prosecute violations of the Act and registrants were generally lax in keeping

ER:lge:jjj
cc - Mr. Mohr
Mr. Clegg

ORIGINAL NO STALLING

166-2435-
NOT RECORDED
63 DEC 9 1950

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61 DEC 21 1950

Memorandum for the Director

their boards advised of their status and addresses. It is possible that current delinquencies are due, at least in part, to this situation.

RECOMMENDATION:

In view of the above circumstances, it was thought desirable to informally discuss the matter with [] who, incidentally, is not considered much of a heavyweight, in order that we could advise him of the tremendous project which he has suggested, which, if in some degree known by him, would probably make him forget about the whole deal; that, however, it is entirely possible that he may not appreciate the situation and may wish to go further in that he would want to make a formal request in which event we should also advise him that if such a request were received, we, of course, could do nothing else but to refer it to the Attorney General for such action as he would deem appropriate. It was thought that if we had to resort to this last action [] would realize that he probably wouldn't be in a very good position to ask the Attorney General for copies of all reports, which request had for its purpose a desire on the part of Selective Service to prod the Criminal Division of the Department of Justice into prosecuting Selective Service cases.

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Those in attendance at the Executives Conference on November 11, 1950 were Messrs. Tolson, Laughlin for Belmont, Nease, Sizoo, Glavin, Parsons for Harbo, McGuire for Nichols, Clegg, Tracy, Ladd and Rosen.

Respectfully,
For the Conference

Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 12/4/50

FROM : JOINT COMMITTEE

SUBJECT: SUGGESTION NO. 583
EMPLOYEE: SAC HOTTEL, WFO
SUMMARY REPORTSSAVINGS: NONE
AWARD: NONEMEMBERS PRESENT: H. H. Clegg
R. T. Harbo
S. K. McKee
E. Scheidt

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Belmont	
Mohr	
Tele. Room	
Nease	
Gandy	

SUGGESTION: That the Bureau give consideration at this time to curtailing the preparation of summary reports. Summary reports are now prepared upon completion of an investigation in cases where prosecution is probable. Employee recommends that summary reports be required only after indictment or after an information has been filed, and that they not be prepared when but a small number of reports have been submitted. He felt this would save time of Agents in reviewing the files for the purpose of preparing and dictating summary reports and would also save stenographic time.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee was of the opinion that due to the critical nature of the Bureau's work for the time being the requirements for summary reports be suspended except that they should be prepared in major cases, in especially involved cases or when a special reason exists therefor and the Bureau instructs that it be done. It was felt that they should not be prepared where there have been only a small number of reports, and especially after the U. S. Attorney has reviewed the files and has authorized a complaint or obtained an indictment there would seem to be less reason to prepare a summary report than prior thereto.

It was therefore unanimously recommended by the Joint Committee that summary reports not be prepared in the future except in major cases, especially involved cases and when the Bureau has instructed that it be done.

EXECUTIVES CONFERENCE CONSIDERATION: (HHC:HD)

The Executives Conference, Messrs. Tolson, Glavin, Parsons,

cc: Mr. Clegg
Mr. Mohr

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25

166-2435-1070

DEC 16 1950

5 (HHC:dg) JAN 2 1951

ENCLOSURE

TOLSON

JAN 16 1951

Q. Tamm, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire and Clegg being present, on 12/1/50 considered the suggestion that summary reports as a requirement be discontinued except in complicated major cases, such as the Coplon case, or the 11 Communists, and other specials when they are pending prosecution, and except for those instances when in the opinion of the SAC or the Bureau summary reports should be prepared and instructions issued in specific cases to this effect.

Throughout World War II there was a general understanding that the rule that summary reports were to be submitted in all cases involving possible prosecution would not be strictly enforced and it was felt that during the present emergency the discontinuance of summary reports, except under the conditions cited, would save considerable Agents' work in reviewing files and preparing summaries and stenographic work in typing the summaries and clerical work in filing and supervisory work in reviewing such summaries.

Summary reports are made as a courtesy to U. S. District Attorneys and all the facts in a summary report are included in the investigative reports which are regularly submitted.

This suggestion was unanimously approved and it was felt that specific instructions along that line should be submitted. There is attached hereto a Bureau Bulletin to this effect, if approved.

Respectfully,

FOR THE CONFERENCE

✓
C. Tolson

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EX-37

on mailing

66-2435-1071

SAC, BUFFALO

January 4, 1951

DIRECTOR, FBI

INVESTIGATIVE REPORTS,
DISTRIBUTION TO OTHER
INTELLIGENCE AGENCIES

Reference is made to your letter dated December 22, 1950, regarding the dissemination of information on sabotage, espionage and subversive activities to other interested intelligence agencies. You requested Bureau advice.

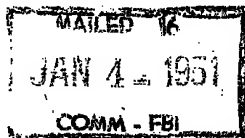
For your general information and guidance, it is the policy of the Bureau to disseminate all information relating to sabotage, espionage and subversive activities to other intelligence agencies where the specific agency has a legitimate interest in the information and where there is no reason why the information should not be disseminated. Examples of situations where the information could not be disseminated are: where the other agency does not have adequate security measures for protection of Bureau information; where it is not desirable to release information pending the completion of the investigation; and where local situations indicate the undesirability of furnishing the information to the other intelligence agencies.

With reference to your specific inquiries, the following is furnished for your guidance:

1. In instances where a plant or facility designated as a vital facility has a code symbol indicating that the Munitions Board and/or the Research and Development Board is the interested agency, it would be proper to furnish copies of reports to the Intelligence Branches of the Department of the Army, Navy and Air Force. Even though the symbol indicates the Munitions Board or the Research and Development Board is the interested agency, in general the contracts are assigned to one of the branches of the Armed Forces. Also, the Intelligence Branches of the Armed Forces are the designated liaison with the Bureau for the purpose of receiving information and our furnishing of information to them discharges our responsibilities to all branches of the Armed Forces as well as the Intelligence Branches. If the code symbol indicates an interest in the plant or facility limited to one branch of the service, that is the Army, Navy or Air Force, it would be sufficient to furnish the information to the interested branch only, unless,

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
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Mohr _____
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of course, the information is of a general nature and of general interest from the intelligence standpoint to all three branches.

2. You are correct in your assumption that copies of reports on the Communist Party, Socialist Workers Party, Workers Party or other groups who may be employed in Atomic Energy Commission facilities should be distributed to the local Security Office of the AEC. Ordinarily it would not be necessary to disseminate to them general reports, that is reports not dealing with employees of AEC on the same groups. However, if the reports would be of assistance to the Atomic Energy Commission Security Office, they may be furnished to them. This would be true in connection with summaries reflecting activities of these subversive groups in the vicinity of the Atomic Energy Commission plants. Copies of reports may be furnished to the AEC Security Office, and it is not necessary that you write letters restricting the information to that of definite and specific interest to the Atomic Energy Commission.

3. It will be sufficient to distribute copies of reports on union organizers who are members of the Communist Party, Socialist Workers Party, Workers Party or other such groups to the Intelligence Office of the Army, Navy and Air Force having jurisdiction in a plant which is involved in the reports. There is no restriction, however, as to furnishing the same information to the other branches of the Armed Forces, and it should be furnished if it is of interest in the general intelligence picture in your field division. It would not be necessary to furnish to the District Intelligence Offices copies of reports on individual, paid or unpaid, functionaries of the Communist Party, etc., where the same information is incorporated in a report on the organization which is distributed to the Intelligence Offices. This is true because it would be needless duplication to furnish the same information twice.

4. In the event copies of reports on individuals are furnished to the three District Intelligence Offices,

the Bureau does desire that six copies be furnished to the Bureau. Also, when in addition you furnish a copy to the AEC Security Office, you should furnish seven copies to the Bureau in order that sufficient copies will be available at the Bureau's Headquarters for distribution.

You should, of course, exercise common sense in connection with the dissemination of information in accordance with the principles set forth at the beginning of this letter, keeping in mind the responsibility of the Bureau. The obtaining of information alone is not sufficient to discharge our responsibilities. The Bureau must also utilize the information in such a way that it will serve the best interests of the Government in insuring the safety of our internal security.

In connection with the dissemination of information, you should also consider the provisions of the agreement entitled, "Cooperation and Coordination Between the Federal Bureau of Investigation, the Intelligence Division of the Army, the Office of Naval Intelligence and the Office of Special Investigations, Inspector General, U. S. Air Force," set forth in Section 102E, page 13, of the Manual of Rules and Regulations. The following sections are of particular interest:

"(d) Where there is doubt as to whether or not one of the other agencies is interested in information collected, it should be transmitted to the other agency.

"(e) Consideration should be given to the fact that certain classes of information are of general interest to the Military, Naval, and Air Force Intelligence Services in connection with background and knowledge of espionage and sabotage organizations, even though the Military, Naval and Air Force Intelligence Services may have no apparent direct investigative interest."

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 12-22-50

FROM : SAC, Buffalo

~~CONFIDENTIAL~~SUBJECT: INVESTIGATIVE REPORTS
*DISTRIBUTION TO OTHER INTELLIGENCE
AGENCIES.

In order to determine whether this office has the correct understanding in regard to the Bureau's instructions on the dissemination of information on sabotage, espionage, and subversive activities to other interested intelligence agencies, the Bureau is requested to advise as to its desires in the following instances:

I. VITAL FACILITIES

In instances in which a plant or other facility designated as a vital facility has a code symbol indicating that the Munitions Board and/or the Research and Development Board is the interested agency, and there is no indication in the code symbol of interest on the part of the Departments of Army, Navy, and/or Air Force, should copies of reports on individuals containing information relating to espionage, sabotage, or subversive activities be furnished to the district intelligence offices of the Departments of Army, Navy, and Air Force?

If the code symbol indicates interest in the plant or facility is limited to the Army, Navy, or Air Force, should distribution of copies and dissemination of information in the above categories be limited to the particular agency or agencies whose interest is reflected by the code?

II. ATOMIC ENERGY FACILITIES

SAC Letter No. 62 dated August 31, 1950, reiterates that it is the Bureau's responsibility to furnish information concerning sabotage, espionage, and subversive activities on the part of atomic energy facility employees to the Atomic Energy Commission. This has been interpreted to mean that copies of reports on members of the Communist Party, Socialist Workers Party, Workers Party, or other such groups, who may be employed in AEC facilities, should be furnished to the Director of the AEC Security Division, New York City, by the Buffalo Office. The AEC Security Director's address is as follows:

ROBERT W. KIRKMAN, Director
Security Division
U. S. A. E. C., P.O. Box No. 30
Ansonia Station
New York 23, New York

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270 JAN 21 1965

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EX-122

59 JAN 9 1951

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Ltr. to Director

12-22-50

RE: INVESTIGATIVE REPORTS
DISTRIBUTION TO OTHER INTELLIGENCE
AGENCIES

~~CONFIDENTIAL~~

In regard to reports prepared on the Communist Party, Socialist Workers Party, the Workers Party, and similar groups, it is assumed that copies should not be furnished to the district AEC Security Division. Further, that only the information concerning activities by these organizations which pertains to an AEC facility or plant is to be furnished the district AEC Security Division by letter.

In addition, is it correct to assume that copies of reports on Communist infiltration of unions are to be furnished to the AEC Security Director, New York City, when the union has jurisdiction over a plant or facility of interest to the AEC? Likewise, is it the Bureau's desire that when reports are written on organizers of such unions, copies of these reports should be furnished to the AEC Security Director, New York City, when the organizer has an interest in the AEC facility, or does the Bureau desire only that the organizers' activities in relation to that plant or facility of interest to the AEC be furnished?

III. GENERAL

In regard to reports prepared on union organizers who are members of the Communist Party, the Socialist Workers Party, Workers Party, or other such groups, is it correct to distribute copies of the reports to the district intelligence offices for the Army, Navy, and Air Force only when that organizer has access to a plant having classified contracts with one or more of the services or represents the workers in such a plant? This distribution would be limited only to the particular intelligence office of the department or departments of the Armed Services which had an interest in the plant.

Is it correct to assume that copies of reports prepared on paid functionaries of the Communist Party, Socialist Workers Party, Workers Party, and such groups, are not to be furnished to the district intelligence offices inasmuch as information concerning these individuals is contained in the reports written on the organization the individual represents and are furnished to all three agencies?

In regard to reports prepared on unpaid functionaries of the Communist Party, Socialist Workers Party, Workers Party, and similar organizations such as the Organizational Secretary, the Chairman, or the Treasurer

Ltr. to Director

12-22-50

RE: INVESTIGATIVE REPORTS
DISTRIBUTION TO OTHER INTELLIGENCE
AGENCIES

~~CONFIDENTIAL~~

of the City, County, or State Communist Party organizations, is it correct to assume that distribution of such reports should not be made to the district offices for the three intelligence agencies inasmuch as this information also will be contained in the reports written on the organization that the individual represents.

IV. COPIES OF REPORT TO BE
FURNISHED THE BUREAU

In the event copies of reports on individuals are furnished to all three district intelligence offices by the field, does the Bureau desire six copies be furnished the Bureau such as is the case in reports written on organizations and in infiltration cases?

In the event copies of reports on individuals or organizations are furnished to the three district intelligence offices and also to the AEC Security Office in New York City, should seven copies be submitted to the Bureau so that sufficient copies will be available in Washington for distribution to these same agencies there?

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI ATT: TRAINING AND INSPECTION
FROM : SAC, NEWARK DIVISION
SUBJECT:

DATE: Dec. 16, 1950

Special Agent (A) [] has pointed out that on Page 39, Part I, Paragraph B of Section 55 of the Agents' Handbook there is set forth under the heading of "Dictation of Reports, Suggestions Re Sequence." This Agent has suggested that the sequence be changed to reflect that the reference should be dictated after the Informant Page instead of after Status, as is presently shown in the Handbook.

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I feel that this suggestion has merit and might well be considered when the revisions of the Handbook are next made.

SGT:DOT
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WJ
Bureau Bulletin
No. 68 Series 1950
Dec. 7-1950

Investigative Reports

(B) SUMMARY REPORTS -- For the time being and until further notice the regular requirements for the submission of prosecutive and investigative summary reports are hereby rescinded. In the future prosecutive summary reports will be submitted only in major and complicated cases and upon the specific instructions of the Special Agent in Charge or the Bureau. Investigative summary reports will be submitted upon the specific instructions of the Special Agent in Charge or the Bureau.

In the event inquiries are received from United States Attorneys about summary reports, they should be courteously informed that the preparation of summary reports is a procedure followed whenever it is practical to do so merely as a courtesy to United States Attorneys but in view of the extremely heavy volume of work now pending, the Bureau finds it necessary temporarily to suspend the automatic submission of summary reports except in the most unusual and complicated types of cases. This is necessary in order to save Special Agent, Stenographic and Clerical time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/17/83 BY Sp 8 Btj/mB

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~~PERSONAL AND CONFIDENTIAL~~

August 14, 1950

MEMORANDUM FOR MESSRS.

H. H. CLEGG	F. H. McINTIRE	B. C. BROWN
S. J. TRACY	J. A. CARLSON	N. P. CALLAHAN
W. R. GLAVIN	J. S. EGAN	G. C. GEARTY
L. B. NICHOLS	M. E. GURNEA	E. E. HARGETT
A. H. BELMONT	H. B. LONG	C. E. HENNRICH
A. ROSEN	K. R. McINTIRE	L. L. LAUGHLIN
R. T. HARBO	J. P. MOHR	J. J. MCGUIRE
E. J. CONNELLEY	T. E. NAUGHTEN	J. A. SIZOO
	G. A. NEASE	Q. TAMM

RE: INVESTIGATIONS AND REPORTS

Investigative Reports

During the course of file reviews you should make certain that investigations are complete and every possible effort has been made to prove or disprove pertinent matters. You should see that our reports are clear and streamlined as much as possible. Where investigations are found incomplete or reports are not properly prepared, corrective measures must be taken. The necessity for complete investigations and reports that are clear and as streamlined as possible should be made the subject of discussion by you at conferences of Agents.

Very truly yours,

John Edgar Hoover
Director

HBL:DMG

DIRECTOR'S NOTATION: "OK.H."

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JAN 23 1951

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Abstract on Y & P

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under

To all Asst Directors ✓
Inspectors ✓
& Mr Nease ✓

✓ each yellow on one of the above

(D) REPORT WRITING -- It has been noted that in many instances pertinent information regarding subjects and contacts of subjects in Security Matter, Internal Security, and Espionage cases is being placed in the investigative section of reports without sufficient background to establish the pertinence of the information.

This is particularly true in cases where one office determines through a mail cover or similar investigative technique that a subject of a Security Matter, Internal Security, or Espionage investigation has been in correspondence with, or has been in contact with, individuals or organizations located in other divisions. Frequently it is necessary to set out leads to determine whether or not these contacts are pertinent to the case. In these instances complete details concerning these contacts should be placed in the administrative section of a report and leads set out to determine the pertinence of the contact. If the contact is found to be not pertinent, the auxiliary office should set this information out in the administrative section of a report.

If, however, the auxiliary office finds that the contact is pertinent, it is the responsibility of that office to set out in the investigative section of a report all pertinent circumstances surrounding the contact, as well as the results of the investigation showing that the contact was pertinent.

EXAMPLE:

A mail cover on John Doe, a subject of an Internal Security case, reflects that he has been in correspondence with [redacted], who is located in another division. The office of origin sets this information out in the administrative section of a report with a lead to the auxiliary office to determine whether or not the contact is pertinent. The auxiliary office finds that [redacted] is a member of the Communist Party.

The auxiliary office should set out in the investigative section of its report under appropriate "T" symbol that an informant of known reliability reported on a specified date that John Doe had been in correspondence with [redacted]. The auxiliary office should then set forth in the investigative section that an informant of known reliability reported on a specified date that [redacted] was a member of the Communist Party.

These instructions in no way affect the responsibility of the office of origin for the over-all handling of the case.

1-25-51

BUREAU BULLETIN NO.
Series 1951

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/17/83 BY SP-8 BJS/mmm

NOT RECORDED

146 JAN 21 1951

ORIGINAL FILED IN 66-02-1107

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Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

DATE: 1/10/51

File

1/10/51

1/10/51

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

The Executives Conference of January 10, 1951, consisting of Messrs. Tolson, Ladd, Tracy, Clegg, Glavin, Nichols, Belmont, Rosen, Parsons for Harbo, Sizoo, Nease and Mohr, considered the present Bureau instructions with respect to the retention of investigative notes by Special Agent personnel in the field.

The Conference was advised that Section 9G of the Manual of Rules and Regulations sets forth the following: "Notes Made During Investigations - If they may be of value to the employee in refreshing his memory while on the witness stand they shall be placed in an envelope in the 1A file of the case to which they relate. They shall be destroyed when they will serve no other useful purpose."

The FBI Handbook sets forth under Section 32 of Part I the following: "Notes Made During Investigations. Notes made during investigations which will be valuable to refresh the memory of the witness shall be placed in an exhibit envelope in the file to which they relate."

The Conference was further advised that there are no other written instructions and it can be seen that the matter of retaining notes is left to the discretion and good judgment of the individual Special Agents. Mr. Clegg advised the members of the Conference that new Agents were advised in interpreting this section of the Manual that they should retain their original notes when they examined evidence, interviewed subjects who refused to sign statements and when they interviewed witnesses who refused to submit signed statements and who might thereafter be called upon to testify in connection with a particular case. It was also pointed out to the Conference that in Loyalty cases, applicant cases and the like where there is no immediate indication of any court proceedings being involved, it is unlikely that any Agent would retain his investigative notes after they have been incorporated into an investigative report. It was pointed out, however, that it is possible for an applicant investigation or a Loyalty case to thereafter be converted into a judicial proceeding as was done in the Remington case, which involves a perjury investigation and the issue that raised the whole question of investigative notes devolved as a result of the defense trying to attack the credibility of a witness and the question arose as to whether the FBI reports should be submitted in evidence.

The Conference was unanimously of the opinion that there should be no prohibition against Agents' retaining investigative notes for the purpose of refreshing their recollection in the event of a subsequent court proceeding but on the other hand it was felt it would not be

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270 JAN 21 1965

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EX. - 36

JAN 21 1951

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feasible, necessary or desirable to issue instructions that Special Agents should retain investigative notes of interviews conducted by them. It was felt to require such investigative notes to be retained would result in a terrific amount of such notes being accumulated in the case files in each of the divisional offices, that they would serve little or no useful purpose and that the present rule was sufficiently broad to take care of those instances where it might be desirable to retain the investigative notes.

The Conference was unanimous in recommending no change in the present procedure with respect to the retention of investigative notes by field investigating Agents.

Respectfully,
For the Conference

✓

Clyde Tolson

CC - Mr. Clegg

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/16/51

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: *Investigative Notes*

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b7C

Tolson	✓
Ladd	✓
Clegg	✓
Glavin	✓
Nichols	✓
Rosen	✓
Tracy	✓
Harbo	✓
Mohr	✓
Nease	✓
Randy	✓

The Executives Conference of January 15, 1951, consisting of Messrs. Tolson, Ladd, Tracy, Clegg, Glavin, Nichols, Belmont, Rosen, Harbo, Sizoo and Mohr, reconsidered the present Bureau instructions with respect to the retention of investigative notes by Special Agent personnel in the field. You will recall that this matter was considered by the Executives Conference on January 10, 1951 and the Conference was unanimous in recommending no change in the present procedure with respect to the retention of investigative notes by field investigating Agents.

It was pointed out to the Conference that our present rule leaves the matter entirely with the particular investigating Agent as to exactly what investigative notes he will or will not retain. In other words, it is a matter entirely left to the discretion and good judgment of the individual Special Agent. It was further pointed out to the Conference that obviously such a rule was designed for the string savers, that is the type of Special Agent who wants to save everything and destroy nothing. The Conference was also advised by Mr. Mohr that he had discussed telephonically with SACs Scheidt and McKee and also ASAC Fletcher of the Washington Field Office the matter of retaining notes and they were all in agreement that no change should be made in the present rule. Messrs. Scheidt, McKee and Fletcher stated that the various Special Agents thoroughly understood the present Bureau rule that investigative notes should only be retained where there was a possibility of utilizing such notes to refresh the memory in the event the Agent was called to the witness stand, that the Agents were utilizing good judgment and the present rule was operating without any difficulty. They also stated it would be most inadvisable for the Bureau to issue any rule prohibiting the retention of investigative notes since Agents on the witness stand in response to a specific question would have to reply that the reason they had not retained notes taken during a specific interview was because there was a Bureau rule prohibiting it. This would, of course, be most unwise and in the minds of some would raise a serious question as to the Bureau's motive and the reason for not allowing Agents to retain their investigative notes.

It was also pointed out that there are a great many cases where it would be totally unnecessary and would merely clutter up the files to inaugurate a rule making it necessary to retain notes in all types of cases or even in all criminal cases. It was pointed out that if the rule were made mandatory in all criminal cases, then we would not be including Loyalty cases and applicant cases which conceivably could develop into criminal types of cases in the future.

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EX - 36

JAN 27 1951

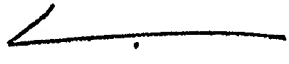
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Mr. Ladd pointed out to the Conference that by leaving the rule as it now stands, it is the responsibility of the individual Agent rather than the Bureau for the Agent to answer the question on the witness stand as to why he did not retain investigative notes in the event none were retained. In other words, the Agent as an individual now must supply the reason for his failure to retain the notes on an individual basis if the question is ever raised during the course of a trial. Obviously such a reply is much preferable to having the Agent get on the witness stand and categorically state the reason he failed to retain his investigative notes was due to some rule of the Bureau.

The Conference was unanimous in again recommending that there be no change in the present rule since it has worked satisfactorily in the past and apparently Agents are thoroughly conversant with the application of the present rule which is sufficiently specific to take care of those cases where it is desirable to retain investigative notes.

Respectfully,
For the Conference


Clyde Tolson

OK.
H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. BELMONT

DATE: January 16, 1951

FROM : C. E. HENNRICH

SUBJECT: REPORT WRITING

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

PURPOSE:

To recommend that a Bureau Bulletin be issued instructing all offices to include sufficient information in the investigative section of reports to establish the pertinence of contacts made by subjects of Security Matter, Internal Security and Espionage cases.

BACKGROUND:

It has been found that in cases involving mail covers and like investigative techniques that the office of origin will set out information in the administrative section of a report indicating that the subject has corresponded with or been in contact with an individual who resides in another field division. The office of origin will set out a lead to the auxiliary office to determine the pertinence of this contact. In covering this lead, the auxiliary office sets out information in the investigative section of a report indicating that the contact of the subject is a Communist but includes no information which ties the contact in with the subject.

This report cannot be properly distributed because the connection between the subject and the contact has never been set out in the investigative section of a report.

OBSERVATION:

This difficulty can be eliminated by directing the auxiliary office to include data to show the relationship between the subject and his contact as well as pertinent substantive data regarding his contact.

RECOMMENDATION:

It is recommended that the attached bulletin be issued.

DWK:jef

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JAN 27 1951

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100-1075

JAN 27 1951

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Off

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, BALTIMORE
 SUBJECT: REPORT WRITING

DATE: 1/29/51

ReBureaulet 1/22/51.

Pursuant to Bureau instructions, a careful survey and consideration of this matter has been made in the Baltimore Division. It is not believed that there should be a return to the former system of report writing, that is the system in vogue prior to 7/8/49. There would seem to be an even greater need for care in segregating material and info not proper for dissemination from that which is to be disseminated than ever before. This is particularly true with regard to security-type reports and investigative reports dealing with security matters.

With regard to investigative reports dealing with non-security matters, it is possible that some time could be saved by elimination of the requirements with regard to administrative sections, pages, etc., altogether and merely insisting that improper material, that is material not proper for dissemination to outside agencies, not be reported in investigative report form at all but merely set forth in separate letter communications. However, it is doubted if the saving would be substantial and the criminal supervisors as well as the veteran agents in the Baltimore Division seem to think that the present system in toto should be continued. It is noted, however, that there is apparently some variance as to the interpretation of present Bureau rules among several field divisions and even among various individuals in the same field division. It is noted that frequently honest doubt will exist on the part of the various agents and supervisors as to whether certain material should or should not be included in an administrative section rather than in the regular report for dissemination. It is suggested that the Bureau supervisors at the SOG would probably be able to furnish a more accurate estimate as to the variance of interpretation of Bureau instructions in connection with this matter.

There is some feeling on the part of some of the experienced personnel that a saving in time, etc., would result from a return to the old system of reporting, that is elimination of the requirements concerning administrative pages and to report info not proper for dissemination by separate letter correspondence. It seems to be the majority view of this Division, however, and

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270 JAN 21 1965

memo to Mr. Clegg
 3/12/51
 Clegg/Smith

65 APR 20 1951

RECORDED - 11

EX-116

DIT

1074

L/Dir.
1/29/51
Report Writing

the writer is in agreement, that such actual saving that would result, if any, would be so small as to be of no real importance. On the other hand, the requirements with regard to administrative sections serve to keep all agents constantly alert to the necessity for careful reporting and for careful evaluation as to the material suitable for distribution. This, it is believed, serves a good purpose inasmuch as it definitely tends to eliminate careless and sloppy reporting, particularly with regard to investigations pertaining to security matters.

EX-83

SAC, New York

January 22, 1951

Director, FBI

PERSONAL ATTENTION

66-2435-1077
REPORT WRITING

RECORDED - 47

You will recall that revised rules, regulations and instructions regarding report writing were promulgated by Bureau Bulletin #34, Series 1949, dated July 8, 1949. At that time the principal factor under consideration was the distribution of the results of our investigations to outside agencies and the necessity of separating the data which could and could not be properly disseminated. These rules applied to all types of Bureau investigations and to the preparation of all investigative reports. The responsibility of the Bureau to disseminate information to other government agencies has increased with the present international crisis and the possibility of Bureau reports being made a matter of public record has not been lessened as a result of recent court decisions.

One of the objections to the present method of report writing has been that more time is required to prepare the present type of reports. Another objection has been that this style of reporting does not lend itself to certain types of investigative reports. It could also be stated that the present procedure does not eliminate the possibility of the data in the administrative section being made a matter of public record in answer to a subpoena duces tecum.

Keeping in mind the original purpose which prompted these changes in the Bureau's procedures, the increased volume of work and the ever-increasing necessity of streamlining the Bureau's operations, the Bureau desires your views as to whether any changes should now be made in the rules of report writing, especially with regard to the administrative Section.

I desire that you give this matter your earnest consideration and your views in this regard should be furnished to the Bureau within ten days from the date of this communication.

- CC - San Francisco ✓
- Los Angeles ✓
- Newark ✓
- Washington Field ✓
- Boston ✓
- Pittsburgh ✓
- Seattle ✓
- Cleveland ✓
- Chicago ✓
- Baltimore ✓
- Philadelphia ✓

RAC:etm

Follow up
Routing slip
sent Cleveland
2/14/51
Cmp/fmt

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

JAN 22 9 52 AM '51

U.S. DEPT. OF JUSTICE
RECEIVED DIRECTOR

JAN 22 9 08 AM '51
RECEIVED
FBI
U.S. DEPT. OF JUSTICE

JAN 22 1951

RECORDED

Investigation #655

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: January 19, 1951

FROM : MR. A. H. BELMONT

SUBJECT: REPORT WRITING

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

Investigative Report

In accordance with Mr. Tolson's instructions today I advised the Joint Committee, consisting of Mr. Clegg, Mr. Harbo, Mr. Scheidt, and Mr. McKee, that the Bureau desired them to consider the question of whether the present form of report writing, broken down into investigative and administrative sections, should be continued. I advised them that the question had come up at Executives Conference; that it was pointed out that the present form of the report is harder to prepare, takes more time; and the question was raised as to whether it was not desirable to go back to the old form of report writing.

It was pointed out that the present form of report was devised as a result of Bureau reports being introduced in the Coplon case in Washington and subsequent allegations that Bureau reports contained gossip and uncorroborated information. The Committee was advised that the Bureau would like to have its opinion as to whether we should continue utilizing the administrative section of the report.

It was pointed out that if Bureau reports are ordered to be produced in court, it would still be necessary to produce the entire report, including the administrative section. However, by having an administrative section in the report it would be clear to the court that the unverified information is not being given the same value as the results of the actual investigation.

Mr. Scheidt pointed out that the desirability of having an administrative section in Bureau reports hinges primarily on whether the Bureau feels that dissemination should be restricted to matters which have been verified by investigation or should include unverified information. Through the medium of the administrative section of the report, which is removed prior to dissemination, the Bureau presently controls the dissemination of unverified information. He was of the very definite opinion that the Bureau should continue to exercise this control through the medium of the administrative section in the report.

AHB:mer

Attachment

EX - 83
 RECORDED - 47
 INDEXED - 47

JAN 26 1951

b6
 b7C

1079

5254

*Survey made
 of SACs.
 SF, N.Y.,
 Wash.,
 Phila.,
 Balt.,
 1-22-51
 PAC:etm*

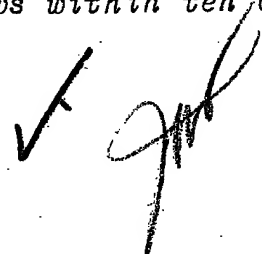
*Suggestion # 53
 memo to Clegg
 from 2/20/51
 Cmp: [unclear]
 at [unclear] [unclear]*

Mr. Clegg and Mr. Harbo were in agreement with Mr. Scheidt.

Mr. McKee presented the argument that the Bureau has nothing to apologize for, that any and all information gathered which is pertinent to an investigation can well be placed in a report with the appropriate notation that some of it is not verified; that the Bureau is going to be criticized by the left-wing element regardless of what it does, and, consequently, the administrative section of a report can be done away with and all pertinent information reported and disseminated to the appropriate agencies where desirable.

Mr. Clegg suggested that a representative number of experienced SACs be canvassed on this question by letter and that the results be considered by the Joint Committee at its next meeting.

Attached hereto, in line with Mr. Clegg's suggestion, is a proposed letter to a representative number of SACs requesting their views within ten days of the receipt of the letter.



FEDERAL BUREAU OF INVESTIGATION

Date _____ 1950

____ Director
 ____ Mr. Tolson
 ____ Mr. Ladd
 ____ Mr. Clegg
 ____ Mr. Glavin
 ____ Mr. Harbo
 ____ Mr. Nichols
 ____ Mr. Rosen
 ____ Mr. Tracy
 ____ Miss Gandy
 ____ Mr. Belmont
 ____ Mr. Carlson
 ____ Mr. McGuire
 ____ Mr. Mohr
 ____ Mr. Nease
 ____ Mr. Jones
 ____ Mr. Pennington
 ____ Mr. Renneberger

____ Chief Clerk's
 Office
 ____ Records Section
 ____ Mail Room
 ____ Mechanical Sec.
 ____ Personnel Files
 ____ Washington Field

____ Quantico
 Room

____ Mr. F. McIntire
 ____ Mr. Brown
 ____ Mr. Egan
 ____ Mr. Gearty
 ____ Mr. Gurnea
 ____ Mr. Long
 ____ Mr. Mobley
 ____ ~~Mr. Naughten~~
 ____ Mr. Pontz
 ____ Mr. Sizoo

____ Mr. K. McIntire
 ____ Mr. Rogers
 ____ Mr. Feeney
 ____ Mr. Holmes
 ____ Mr. Kunz
 ____ Mr. Meyers
 ____ Mr. Nanna
 ____ Mr. Talburt
 ____ Mr. Watson

____ Mr. Newby
 ____ Mr. Sloan
 ____ Mr. _____

____ Miss Dunaway
 ____ Miss Gray
 ____ Miss Gregg
 ____ Mrs. Griggs
 ____ Miss Hyer
 ____ Miss Wolfe

____ Send File
 ____ Place on Record
 ____ Place on Record
 and Return
 ____ Phone me
 ____ See me
 ____ Note and return
 ____ Please handle
 ____ File our files

Mr. Pontz
To Secretary
Deane
copies
attached

H. H. CLEGG
 Room 5256, Ext. 484

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: January 12, 1951

FROM : Mr. Callan

SUBJECT: BRIEFED REPORTS IN APPLICANT-TYPE INVESTIGATIONS

Mr. Tolson	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Holmes	_____
Miss Gandy	_____

Mr. Clegg has asked us to comment upon SAC Kimball's suggestion to use the briefed report in non-derogatory applicant-type investigations.

Mr. Kimball points out that the adoption of this suggestion will conserve considerable agent and stenographic time and, of course, this is true.

OBJECTIONS

As you know, the Executives Conference recently considered and rejected a slightly more extreme suggestion which proposed that we eliminate reports in these cases and merely advise the interested agency that the investigation had been completed and no derogatory information was developed.

1. Mr. Kimball would eliminate synopsis in the briefed report. This would work a considerable hardship on the clerical and agent personnel both in the field and at the Seat of Government. It is extremely difficult to make a hurried review of a report which has no synopsis and from time to time, even after the case is closed, it is often necessary to again refer to it.

2. Mr. Kimball would destroy the agent's notes once they had been reviewed by the field supervisor. We know from experience that a controversy sometimes develops over what was said in an interview in this type case. With no notes and only the briefed report it would be well nigh impossible to resolve the question at some later date. While this situation does not arise often, when it does it is most important to know what was said.

3. A briefed report could so easily lead to briefed interviews. It also tends towards minimizing and discounting derogatory information which is not substantial, but, nevertheless pertinent. Knowing that a full reporting will be necessary if derogatory information is obtained, doubt as to the pertinency of slightly derogatory data will be resolved in favor of not considering it derogatory.

4. Even when derogatory information is developed, Mr. Kimball suggests briefed reporting of all interviews except those wherein the derogatory information is contained. Such reporting would always leave a question in the mind of the reader as to whether or not the interviews which were briefly reported were thoroughly conducted with the view towards corroborating the derogatory information.

5. The Bureau's prestige should be considered before we resort to furnishing other agencies with briefed reports. These reports certainly leave an unfavorable impression. The reader feels that something is lacking, that perhaps the investigation itself is inadequate. Our reports as now prepared have been

COPIES DESTROYED "JOINT COMMITTEE AS-51"

270 JAN 21 1960

MEMO TO DIRECTOR
MR. MOHR, MR. CLEGG

HHC:ATP EX-35

INDEXED - 77 3

JAN 30 1951

RECORDED - 77
K-27-55-1078
JAN 30 1951
FILED

Memorandum to Mr. Rosen

furnished other agencies throughout the years. A change to the briefed report would be a striking one and could easily lead to a lowered opinion of the caliber of our work.

RECOMMENDATION

That this memorandum be referred to Mr. Clegg.

ADDENDUM:

Mr. Kimball's suggestion is predicated upon an erroneous premise; that is, that the applicant program will not only continue at its present heavy pace but will increase greatly as a result of the serious threat of war. The fact of the matter is that we have ceased conducting all applicant investigations that we do not have to conduct at the instruction of the Attorney General or because of a public law requiring us to do so, and in addition, steps have been taken and continue toward effecting amendments to these Statutes which will take the Bureau completely out of the applicant field, with the exception of National Academy applicants, Bureau applicants, Departmental Applicants and maintenance employees.

It would, therefore, not seem a propitious time to revise our reporting procedures as far as this type of investigation is concerned. *[Signature]*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *Am*
 FROM : C. E. HENNRICH *CEH*
 SUBJECT: REPORTS TO BE RESUBMITTED
 BY THE FIELD

DATE: January 24, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

PURPOSE:

To propose a method for facilitating the return of a report to be resubmitted by the Field.

BACKGROUND:

The attached letter is directed to Boston returning a report which is considered unacceptable and is not in conformity with instructions previously issued.

This report, which is eighteen pages in length, has errors on all but three pages. It will be necessary to retype practically all of the pages. Most of the errors are of form.

In writing to Boston, the letter would be of very considerable length if specific comment were made on each individual error. The attached letter consists mostly of comments concerning the substance of the report and the investigation, pointing out the inadequacies therein.

One of the five copies being returned to Boston has been marked by the Bureau supervisor indicating each error of form and the corrections to be made. Boston has been instructed to retain the marked copy permanently in its file as an attachment to the Bureau's letter. The original of the report being retained at the Bureau has been marked to include the notations made on the copy to be retained by Boston. Also marked in the Bureau's copy are errors of substance which have been specifically called to Boston's attention in the attached letter.

RECOMMENDATION:

Approval for this method is recommended because it simplifies the matter of returning a report which is to be re-submitted by the Field. By marking for the Field a copy of the report indicating the errors of form, there is a graphic record of them when otherwise several sentences in a letter might be required to cite and comment upon each error. Both the Bureau and the Field Office will have a permanent record of such corrections as desired by the Bureau. In addition, it is believed that having the marked copy as a guide, the Field Office will be materially assisted in preparing the corrected version of the report as desired by the Bureau.

64
FEB 16 1951

ETB ETB:dar

RECORDED - 81

EX-801

FEB 7 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. F. H. McINTIRE *js*

FROM : MR. H. B. LONG

SUBJECT: REPORTING RESULTS OF
LABORATORY EXAMINATIONS

DATE: 1-6-51

Tolson _____

Ladd _____

Clegg _____

Glavin _____

Nichols _____

Rosen _____

Tracy _____

Harbo _____

Mohr _____

Tele. Room _____

Nease _____

Gandy _____

The Manual of Rules and Regulations, Section 11-E-12, states, "When reports of the FBI Laboratory contain information pertinent to the case, the contents of the FBI Laboratory report should be included in the next investigative report submitted by the Bureau Field Office making the request for examination after receipt of the report of the FBI Laboratory. The Laboratory report should be summarized and not set forth verbatim."

This means that an office which is not the office of origin or prosecution must keep a case pending even though there is or will be no reason for doing so. It was determined that, as a practical matter, the Laboratory is requested to furnish the results to the interested offices and the case is RUC'd.

RECOMMENDATION:

That the Manual be changed whereby an office that has submitted evidence to the Laboratory and would otherwise RUC a case will set out a lead for the appropriate office to report the results of the Laboratory examination and will RUC its case with this report.

HBL/DMG
FHM:dmg

Long

RECORDED - 40

66-2425-1080
FEB 18 1951

EX-23

RUC

PERS. FILES

Joint Committee Memo
1-29-51
pth
484
59 FEB 28 1951

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR ✓
 FROM : JOINT COMMITTEE

DATE: January 29, 1951

SUBJECT: SUGGESTION NO. 628
 EMPLOYEE: SPECIAL AGENT A. K. BOWLES
 Laboratory Division
 SUBJECT: ~~REPORTING RESULTS OF~~
~~LABORATORY EXAMINATIONS~~
 MEMBERS PRESENT: H. H. Clegg
 R. T. Harbo
 S. K. McKee
 E. Scheidt

Mr. Tolson ✓
 Mr. Clegg ✓
 Mr. Glavin ✓
 Mr. Ladd ✓
 Mr. Nichols ✓
 Mr. Rosen ✓
 Mr. Tracy ✓
 Mr. Egan ✓
 Mr. Gurnea ✓
 Mr. Harbo ✓
 Mr. Mohr ✓
 Mr. Pennington ✓
 Mr. Quinn Tamm ✓
 Tele. Room ✓
 Mr. Nease ✓
 Miss Holmes ✓
 Miss Gandy ✓

SUGGESTION:

Present Bureau rules provide that "when reports of the FBI Laboratory contain information pertinent to the case, the contents of the FBI Laboratory report should be included in the next investigative report submitted by the Bureau field office making the request for examination after receipt of the report of the FBI Laboratory. The Laboratory report should be summarized and not set forth verbatim." The suggestion is that the manual requirement be changed so that when an office which has submitted evidence to the Laboratory and has no other investigative leads, this office will be permitted to RUC the case and set out a lead for the appropriate office to report the results of the Laboratory examination.

JOINT COMMITTEE RECOMMENDATION:

Unanimously unfavorable. The Committee felt that in the vast majority of instances the office submitting the evidence will be primarily concerned with the results of the Laboratory examination; that it would be undesirable to change the rule to take care of exceptional situations. E

cc - Mr. Clegg
 Mr. Mohr

RTH:VH

RECORDED - 40

INDEXED - 40

FEB 13 1951

484
 65 FEB 28 1951

EX-100

SEVEN

THREE

FEB 15 1951

ON

January 12, 1951

SAC, Denver

Director, FBI

[redacted] was.

SECURITY MATTER - C

b6
b7C

Reference is made to the report of Special Agent [redacted] dated December 16, 1950, at Denver, Colorado. It is noted that numerous references are made to the Civil Rights Congress, but the statement is not made that the organization has been cited by the Attorney General as a subversive organization.

Reference is made to the report of Special Agent [redacted] dated April 21, 1950, at Denver Colorado, in which meetings of the Civil Rights Congress and the Labor Youth League are described. The report does not contain a statement that those organizations have been cited by the Attorney General as being subversive.

Reference is made to the report of Special Agent [redacted] dated December 23, 1949, at Denver, Colorado. On pages 3 and 4 of that report the Civil Rights Congress was mentioned but the statement was not made in the report that the Civil Rights Congress had been cited as a subversive organization by the Attorney General.

Your attention is directed to the Manual of Instructions, Section 87B, page 13 where the requirement is set forth that when an organization is mentioned for the purpose of showing a subversive ramification, the organization should be described with a short authoritative sentence clearly showing the subversive ramification. It is desired that the foregoing manual provision be called to the attention of all Agents in your office.

At the conclusion of each of the above-referenced reports, the following statement is being added to the Bureau's copies of those reports: "The Civil Rights Congress has been cited by the Attorney General under Executive Order Number 9835 as being a Communist organization." In addition, a similar statement is being placed at the conclusion of the above-referenced report of Special Agent [redacted] dated April 21, 1950, concerning the Labor-Youth League. The Denver Office is instructed to make similar corrections of the referenced reports in the Denver Office.

b6
b7C

OO:vab

66-2435
484
60 FEB 20 1951

ORIGINAL COPY FILED

January 3, 1951

SAC, Denver

Director, FBI

COMMUNIST PARTY, USA
Report Writing Procedures
(Your file: 100-1800
cc: 100-5310)

REURLET dated December 16, 1950, captioned as above,
and the report of SA [redacted] dated December 16,
1950, at Denver, entitled [redacted] was., Security
Matter - C."

b6
b7C

Referenced letter requested the Bureau's opinion
with regard to the report writing procedure used in the above-
referenced report of SA [redacted] wherein information from
confidential informant [redacted] was briefly summarized in a
paragraph in the Details and was furnished in more elaborate
detail in the Administrative Section. You have pointed out
that this was done to protect the identity of the confidential
informant whose exposure has become more vulnerable because
she is now a member of the CP branch which consists of four
persons.

b6
b7C
b7D

The Bureau is aware of the increasing difficulty
with respect to proper report writing which has been occasioned
by the recent security measures adopted by the CP. It appears
that the procedure utilized here is proper since the information
furnished by [redacted] concerned, for the most part, several
meetings of her CP group for the purpose of preparing and
mailing a newsletter. This information lends itself to
summarization. The Bureau suggests that more detail could
have been supplied in the Details of referenced reports regarding
the context of the CP newsletters. However, it is not
particularly important to report in this section each meeting
which was held for the purpose of stamping and mailing the
newsletters.

b7D

With regard to protecting the confidential informants
who belong to small branches of the Party, the Bureau considers
it more suitable to avoid listing the names of all of the
participants of the meeting of these small groups. It appears
to be more advantageous merely to state that a subject attended
a meeting of a particular branch of the CP on a certain date
and certain Party matters were considered at these meetings.

100-225065
CES:wma:im

66-2435

ORIGINAL COPY FILED IN 100-325065-15

The important consideration in this information is that the subject attended a meeting and that Party matters were taken up in his presence, indicating that he approves of and participates in Communist activities. By eliminating the names of CP members present in connection with these small groups, the confidential informant is not likely to be identified through her consistent attendance. However, if it is necessary to list the CP members present on a specific occasion, it is believed that all persons present should be listed, including the informant, thereby making it appear that anyone of those present might be the informant.

You should avoid any terminology which would single out the informant in a group, such as a direct reference to a conversation between the informant and another Party member, or a specific act engaged in by the informant which might be recalled later by another member present.

The Bureau desires that you do not allow your precautionary measures to cause you to delete or fail to include in your Details all pertinent data of a security nature which are necessary to reflect a well-rounded factual investigation.

Director, FBI

December 16, 1950

SAC, Denver

COMMUNIST PARTY, USA
REPORT WRITING PROCEDURES

There is forwarded herewith a report prepared by SA [] in the case entitled [] was., SECURITY MATTER-C which should be routed through the regular channels at the Bureau. It is being forwarded with this cover letter since the Denver Office has adopted a new report writing procedure in this instance for reasons which will be reoccurring and I am interested in having the Bureau's opinion as to the propriety as to the procedure used.

b6
b7C

It will be noted that one of the Confidential Informants of the Denver office is a member of the same Communist Party group in which the subject is a member. There are only four individuals in this group and the subject is []. It appears to me that to report the information furnished by our Confidential Informant in the details of the report would make it extremely easy to identify the informant since there are only three persons exclusive of the subject who could possibly have the information. Consequently, in this report, we have inserted in the details on page four, a general statement as to the information furnished by the Confidential Informant who is designated as T-1 in this report and we have then prepared an Administrative Page for the report which contains the detailed information which the informant furnished concerning the activities of the subject and the group of four of which the subject []. It seems to me that this procedure provides some security for the informant and, at the same time, the report reflects in the details, a summary of the information which the informant furnished.

b7D

The Denver office would like to have an opinion from the Bureau as to whether this method of reporting information under these circumstances is considered proper. It is also suggested that the Bureau consider issuing general instructions to the field as to the manner in which such situations should be handled. It is probable that all offices will be obtaining information from Confidential Informants who are members of such small groups since it has become the general policy of the Communist Party to break up its organization into groups of four or five members.

Enc.
RPF:JCR
100-1800

66-2435-✓
NOT RECORDED
137 DEC 20 1950

INITIALS ON ORIGINAL

AL COPY FILED IN 100-325065-15

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *(initials)*
 FROM : F. W. WAIKART
 SUBJECT: INQUIRY REGARDING RETENTION OF
* INVESTIGATIVE RECORDS

DATE: February 8, 1951

Tolson _____
 Ladd _____
 Clegg _____
 Glavin _____
 Nichols *(initials)* _____
 Rosen _____
 Tracy _____
 Harbo _____
 Belmont _____
 Mohr _____
 Tele. Room _____
 Nease _____
 Gandy _____

A [] of the Department of Agriculture, contacted me today and inquired concerning the Bureau's permanent retention of its investigative records. By way of background, he explained that in the Department of Agriculture they had certain investigative reports covering inquiries into irregularities in marketing farm produce, etc., and they were trying to determine whether or not they should be destroyed or possibly microfilmed.

I informed [] that I could not comment on the desirability of maintaining or microfilming Department of Agriculture records, however, in the Bureau as a general policy we retain permanently all investigative material. I also informed him that we were microfilming some material, but only on a very selective basis.

It was also ascertained that [] was apparently canvassing quite a number of the Governmental Agencies as to the method of maintaining investigative reports. I gave him no additional information concerning our procedures other than to suggest that he might contact Archives to determine what other Agencies may be doing.

The above is for your information and no further action is necessary.

FWW:eo

RECORDED - 24

INDEXED - 24

EX-37

FEB 13 1951

25

(Handwritten signature)
 64

(Handwritten signature)

b6
 b7C

Mr. [Signature]

(M)

4
Mr. Harbo: *RB*

The Laboratory has no objection to the procedure suggested in Mr. Long's memorandum to Mr. McIntire dated 1-6-51, Re: "Reporting results of Laboratory Examinations." Laboratory reports are furnished to the Field Office transmitting the evidence unless otherwise requested. The Laboratory will designate copies of reports to any office the transmitting office desires, but would like to suggest that the transmitting office clearly indicate in the letter of transmittal which offices should be furnished copies of the Laboratory report.

A. K. Bowles

*Investigative
Reports*

E

RECORDED - 27

166-7435-1083
FEB 18 1951

EX-72

RY *SAVES*

[Signature]
FILES

F-145
50 JUL 25 1951

SAC, Indianapolis

February 19, 1951

Director, FBI

SECURITY MATTER REPORTS;
FD-122

The Bureau has noted a growing tendency on your part to submit forms FD-122 which are not stapled to the reports which they accompany. As you know, it is required that these forms be so stapled inasmuch as failure to staple them to the reports frequently causes them to become separated from the reports thus requiring additional clerical handling at the Bureau and delay in acknowledging your requests.

The Bureau has noted too, that in many instances your office has submitted FD-122 forms with a report carrying the status pending inactive, but with no lead set forth. As provided in Section 87 of the Manual of Instructions, the pending inactive status may be used in Security Matter reports when the only lead is to await Bureau action on FD-122. Failure to set forth a lead couched in the above terms leaves the Bureau in the position of not knowing whether additional immediate investigation is contemplated by your office or not. In the future, therefore, in all instances wherein FD-122 is submitted with a current report and no further investigation is contemplated, the pending inactive status should be used and a lead set forth to await Bureau action in that regard.

JPM:dkr

RECORDED - 102

FEB 23 1951

80



Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

59 FEB 27 1951

FEB 12 3 10 PM '51

RECEIVED - CIVIL RIGHTS

RECEIVED - CIVIL RIGHTS

Federal Bureau of Investigation
United States Department of Justice
San Francisco 2, California
January 5, 1951

AIR MAIL

PERSONAL ATTENTION

Director, FBI

Re: APPLICANT-TYPE INVESTIGATIONS

Dear Sir:

As the Bureau well knows the considerable increase in Applicant-type investigations in recent months has been a tremendous additional responsibility on the Bureau, particularly in view of the limited personnel, both agent and clerical, available to handle the added burden. For example, in this office Applicant-type investigations received each month at the present time have more than doubled over the number received a year ago and will continue to increase. Also, it does not appear that the number of Applicant cases will drop in the foreseeable future. On the contrary, the enlarged activity of Government agencies in both the foreign and domestic fields occasioned by the serious threat of war can reasonably be expected to increase our applicant work as well as the other phases of the Bureau's work.

This tremendous volume of Applicant work the Bureau is called upon to handle, in addition to its other responsibilities in the investigative field, prompts me to make certain suggestions calculated to save agent and stenographic time in the dictation and transcription of reports without affecting the quality of the investigations.

It is recognized that in an applicant case where information bearing adversely on the applicant's loyalty, or where derogatory information of a substantial nature bearing on his character, reputation or choice of associates has been developed, a full report is proper in the discharge of the Bureau's responsibility. However, it is the experience of this office at least that the vast majority of applicant investigations develop no information reflecting adversely on loyalty and no information of a substantial derogatory nature regarding the character, reputation and choice of associates of applicant. It is with regard to this majority of cases and the submission of reports in connection with them that my suggestions are submitted.

HMK:mht
66-1748

1085

Director, FBI

1-5-51

Re: APPLICANT-TYPE INVESTIGATIONS

In the non-derogatory cases mentioned above, it is my suggestion that a briefed report identical to the type now used in Bureau Applicant cases be submitted with the exception that the reports have no synopsis. The brevity of the reports is such as to make a synopsis appear superfluous and it is my recommendation that such synopsis be dispensed with in Bureau Applicant cases also. A proper briefed report would, of course, include the names and addresses of persons interviewed together with some evaluation of the individual and an indication as to the length of time the individual knew the applicant. Such a report would also include the names and addresses of all firms and agencies contacted together with the periods of employment of the applicant and an indication as to the reason for termination. Reports would include verification of birth, where necessary, appropriate credit and criminal checks and other usual investigation reported in brief form. Any information bearing on trivial or non-substantial derogatory information which might have been developed should be reported fully, however without changing the briefed form of the balance of the report.

It would be expected that agents' legible notes would accompany any rough drafts or completed dictation in these cases for review by the supervisor and would thereafter be destroyed. It is also suggested in such briefed reports the identity of the agents, other than the reporting agent, conducting the investigation should appear on the administrative page and not in the body of the report. This will speedup the organization of the report for dictation or typing.

Attached is a proposed form for use by the field to be used only for rough draft briefed reports. This form would be used by agents having leads as well as by agents to whom the case is assigned for submitting the results of their investigations. Attached to the rough drafts would be the agents' notes. However, the rough draft representing the coverage of a lead or leads only, (after a review of the agent's notes compared with the rough draft by the supervisor), would be filed in the file as a rough draft insert and not serialized. The rough draft of the agent to whom the case is assigned would be in the nature of a master rough draft and thereon would be indicated instructions to the stenographer as to where the material on the rough drafts in the file would be inserted. Upon a review of the completed rough draft the report would be approved for typing. Of course, sections of the form which would not be applicable to the investigation conducted would not appear in the finished report as the stenographer would ignore any sections

Director, FBI

1-5-51

Re: APPLICANT-TYPE INVESTIGATIONS

containing no information. The administrative data, of course, would go on a separate page in the finished report and would include the names of the agents, other than reporting agent, who conducted portions of the investigation, or any other information appropriate for the administrative page. Also, under the administrative data section on the proposed form a notation could be made of additional suggested leads developed by agents other than the one to whom the case is assigned.

It will be observed that the proposed form consists of one sheet of paper using both sides. In those instances where additional space is required under any given section, additional sheets attached to the rough draft could be used, properly carrying the section title.

It will be observed that the proposed form follows substantially Bureau's Form No. 1 which will facilitate the typing into completed report form. In the upper right hand block on Page 1 of the form, in addition to the phrase "Report Made By," there is a heading "Investigation Made By." It is expected that the agent to whom the case is assigned, on what might be called the master rough draft, will place his name opposite "Report Made By" whereas all other agents covering leads in the case who submit rough drafts would place their names opposite "Investigation Made By." The upper left hand block on Page 1 would be left blank by all agents except the agent to whom the case is assigned and he would place thereon the name of the headquarters city.

The above-outlined procedures are suggested to apply to all Applicant-type investigations whether Bureau, other Government agency or AEAA where no derogatory information has been developed.

It is apparent that if the reporting procedure as outlined above were put into effect vast amounts of time would be saved by agents as well as stenographic employees and, particularly at this time, would go a long way to relieving the burden now upon the available stenographic personnel.

Very truly yours,

HARRY M. KIMBALL
SAC

APPLICANT INVESTIGATION
FOR ROUGH DRAFT PURPOSES ONLY

This Case Originated At

BUREAU

File No

Date When Made

Period For
Which Made

Report Made By:
Investigation
Made By:

Title

Character of Case

Reference:

Birth Data:

Employers and Fellow Employees:

Copies: Bureau

61-1030-1000

Education, Instructors and School Associates:

References:

Residences:

Arrest Record:

Credit Record:

- R U C -

Administrative Data:

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/25/51

FROM : JOINT COMMITTEE

SAVINGS:

AWARD:

SUBJECT: SUGGESTION NO. 625

EMPLOYEE: SAC HARRY M. KIMBALL
 SAN FRANCISCO OFFICE
 APPLICANT-TYPE INVESTIGATIONS

MEMBERS PRESENT: H. H. Clegg
 R. T. Harbo
 S. K. McKee
 E. Scheidt

Tolson ☒
 Ladd ☒
 Clegg ☒
 Glavin ☒
 Nichols ☒
 Rosen ☒
 Tracy ☒
 Harbo ☒
 Belmont ☒
 Mohr ☒
 Tele. Room ☒
 Nease ☒
 Gandy ☒

SUGGESTION:

Employee suggests that in Applicant-Type cases there be a form devised for preparing rough drafts of all reports and this form calls for a briefed report and the use of both sides of a sheet of paper and after the form has been filled out the typist will type up the original report with adequate copies in briefed form. This suggestion is predicated on the amount of time now being spent preparing reports on Applicant-Type cases and on the expectation of this work continuing to increase.

The Investigative Division opposed the suggestion on the basis of the fact that instead of Applicant cases increasing they are now decreasing and it is hoped that soon we will be out of the business of investigating applicants for other departments than the Bureau and the Justice Department. It was objected to also because there would be no Synopsis of Facts which would make a hurried review of the file difficult. It would be an incomplete report with the further provision that Agent's notes be destroyed. It was felt that the briefed report would likely lead to briefed interviews and thus lack of thorough investigations and the adequacy of the report as far as the Atomic Energy Commission and other recipients of the report are concerned would be undesirable and insufficient. Although Mr. Kimball's suggestion calls for a brief reporting of derogatory information in somewhat greater detail than the rest of the report it is felt that applicants would consider it unfair to have the good things reported too briefly and the derogatory information reported on somewhat more thoroughly.

JOINT COMMITTEE CONSIDERATION:

For the reasons stated the Joint Committee recommended unanimously unfavorable.

cc-Mr. Mohr

Mr. Clegg

INDEXED - 90

RECORDED - 90

FEB 22 1951

EX-76

JUL 13 1951

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of January 29, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, McGuire, Nease and Clegg, unanimously concurred with the recommendation of the Joint Committee.

Respectfully,
For The Conference

✓
Clyde Tolson

OK.

H.

Investigation of Yugoslav Matters 22

(B) INVESTIGATION OF YUGOSLAV MATTERS -- Effective immediately, all references to pro-Communist sympathy and activity on the part of Yugoslav elements in the United States are to be amplified to indicate whether the individual or organization in question is pro-Tito or pro-Cominform. In view of the widening split which appears to have developed between Yugoslavia and the Soviet Union since June, 1948, it is evident that the term "pro-Communist" does not at present adequately characterize persons or groups of Yugoslav background who favor some form of Communism. Likewise, the term "pro-Yugoslav" is not to be used without further indicating the anti-Communist or pro-Tito (although anti-Communist) or pro-Cominform tendency involved.

Moreover, in order to permit proper evaluation of individuals and organizations for security purposes, our investigations must go beyond determining merely that they are pro-Tito and thereby anti-Cominform. Tito has repeatedly proclaimed that his regime is founded on doctrines which are more truly those of Marx and Lenin than are those of the Soviet government. It thus becomes necessary

2-7-51
SAC LETTER NO. 154
Series 1951

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146 FEB 16 1951

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60 FEB 20 1951

to pursue our investigations until it is determined whether or not a pro-Tito subject also supports the Communist principles of the present Yugoslav government. In this connection, it is, consequently, of prime importance to develop, where possible, facts as to the subject's sympathies prior to the Tito-Cominform dispute. It is expected that any variations from the tendencies referred to above will likewise, be adequately explained where there is any likelihood of a security question.

In accordance with established procedure, all correspondence on Yugoslav matters is to be captioned, whenever possible, by a specific proper name or names and the character of the case, e.g., Yugoslav Embassy, Internal Security - YU; Friends of New Yugoslavia, Internal Security - YU; [redacted] was., Espionage - YU. Occasional memoranda and reports on general matters which cannot logically be so captioned are to be entitled as follows:

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b7C

PRO-TITO YUGOSLAV ACTIVITIES IN THE UNITED STATES
INTERNAL SECURITY - YU.

PRO-COMINFORM YUGOSLAV ACTIVITIES IN THE UNITED STATES
INTERNAL SECURITY - YU.

MISCELLANEOUS YUGOSLAV ACTIVITIES IN THE UNITED STATES
INTERNAL SECURITY - YU.

Furthermore, on April 1, July 1, October 1, and January 1, all offices concerned with Yugoslav activities will submit a summary report, setting forth a concise resume of the developments which have transpired in the Yugoslav field in their respective divisions during the previous quarter. These quarterly reports and only these reports, are to be captioned "YUGOSLAV ACTIVITIES IN THE UNITED STATES, INTERNAL SECURITY - YU," and their details subdivided by headings as follows:

I. Pro-Tito Yugoslav Activities in the U. S.

- a. Intelligence Activity
- b. Political and Propaganda Activity

II. Pro-Cominform Yugoslav Activities in the U. S.

- a. Intelligence Activity
- b. Political and Propaganda Activity

III. Miscellaneous Yugoslav Activities in the U. S.

- a. Intelligence Activity
- b. Political and Propaganda Activity

Information set forth under the respective headings indicated above will be a condensed version of that information only which has been developed and reported in specific cases. Under "Intelligence," there will be reported

[redacted]

[redacted]; (III) for the potential benefit of miscellaneous causes and movements such as the restoration of former King Peter II, the establishment of an independent Croatia or of a "free" Slovenia. "Political and Propaganda Activity," similarly, will cover the propagandizing and proselytizing efforts and accomplishments of Yugoslav officials, organizations and individuals in the several spheres of interest already outlined. Organizations split by factions of opposing convictions are to be referred to under IIIB.

It is expected that good reason and judgment will be exercised by supplementing or modifying the above outline where exceptional circumstances so warrant.

Ten copies of such reports are to be forwarded to the Bureau as well as two each to the Washington Field and New York Offices and such other offices as have logical reason to receive copies of a particular report for their information. These reports are to be written in a manner to permit their distribution to other government agencies, all information being attributed to specific sources, suitably concealed where necessary. Data concerning double agent cases, administrative details and other information which cannot be disseminated outside the Bureau, will, as heretofore, be set forth in the administrative section of reports.

The Washington Field Office is designated the office of origin with respect to "YUGOSLAV ACTIVITIES IN THE U. S., INTERNAL SECURITY - YU," and any Yugoslav matters of a general nature. Moreover, with these instructions there is discontinued the submission of reports entitled "YUGOSLAV INTELLIGENCE ACTIVITIES, INTERNAL SECURITY - YU."

Offices which have no Yugoslav activity within their division will submit a UACB memorandum explaining why they do not believe it necessary to submit the quarterly reports described above.

SAC, Charlotte

January 25, 1951

Director, FBI

SECURITY REPORTS
CITING OF "DAILY WORKER"

Report writing

The Bureau has noted that on some occasions your office has improperly described the "Daily Worker" as "an East Coast publication of the Communist Party" and has described "The Worker" as "an East Coast Sunday publication of the Communist Party."

As no dissemination of those reports containing such citations is contemplated, you were not asked to correct them. To insure that future reports will be prepared properly, however, you should instruct all Agents in your office that the proper citations for these papers are as follows: "The 'Daily Worker' is an East Coast Communist newspaper;" "The Worker' is the Sunday edition of an East Coast Communist newspaper."

JPM:esb

RECORDED - 72

JAN 27 1951

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Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

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JAN 31 1951

COMM - FBI

JAN 25 1951

MAILED 19

RECORDED - 11

EX-6

66-2435-1087
SAC, Dallas

March 29, 1951

Director, FBI

FURNISHING COPIES OF REPORTS IN
SECURITY INVESTIGATIONS TO ONI, G-2, AND OSI
Bufile 66-2435

Reurlet dated March 8, 1951.

It is the Bureau's responsibility to furnish ONI, G-2 and OSI with all information of a security nature obtained, which is or may be of present or potential interest to those agencies. However, it is not believed necessary to furnish copies of reports in all security investigations in fulfilling that responsibility.

You should disseminate to those agencies, information or copies of reports on the Communist Party or other revolutionary groups, front organizations and subversive infiltration of labor organizations which bear an important relation to the national economy and welfare. In addition, you should disseminate information and reports concerning individuals when there is information reported of a specific interest to those intelligence agencies. This includes matters relating to the personnel of the Army, Navy or Air Force and to particular activities or events which might affect those services.

The Bureau cannot outline as an all-inclusive matter, all circumstances or situations wherein it is obligatory to submit information to those intelligence agencies. Many variations of circumstances will arise and you should be guided by the dictates of good judgment and logic as to whether dissemination should be made. Of course, information or reports disseminated, must be so written to protect the identity of sources of information or informants to conform with established Bureau policy. In the event an occasion arises when a question as to dissemination cannot be logically answered, you should immediately submit the problem to the Bureau for its determination.

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. Room
- Nease
- Gandy

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MAILED 10
APR 4 1951
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66 APR 17 1951

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FBI
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[Handwritten signatures and initials]
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UNRECORDED COPY FILED IN 66-7225-1

Memorandum • UNITED STATES GOVERNMENT.

TO : Director, FBI

DATE: March 8, 1951

FROM : SAC, Dallas

SUBJECT: FURNISHING COPIES OF REPORTS
IN SECURITY INVESTIGATIONS
TO ONI, G2 AND OSI

In the past and at present the Dallas office is furnishing copies of reports to ONI, G2 and OSI in Security investigations in which these intelligence agencies may have an interest, pursuant to Bureau instructions. Under this policy, copies are not being furnished on a great number of Security investigations in which these intelligence agencies have no apparent interest.

The thought has occurred to me that sometime in the future, some individual upon whom a Security investigation has been or is being conducted may become of interest to one or more of the intelligence agencies and may result in embarrassment to the Bureau for not having furnished copies of reports, although there was no reason for having furnished copies at the time the reports were made. It probably would be possible to avoid this embarrassment by furnishing copies of all reports on all Security investigations conducted by this office in the future, to all of the intelligence agencies, regardless of whether or not they have any apparent interest.

It is realized that some of the reports which would be furnished under this procedure would be interim reports and the intelligence agencies in most cases would not have the benefit of previous reports. Some of these previous reports were not prepared in a manner in which they could be disseminated under present regulations.

By disseminating reports in all Security investigations in the future, the intelligence agencies would be assured of receiving all Security information developed by the Dallas office, but the possibilities of compromising confidential informants would be greatly enhanced by such wide distribution of reports. This is particularly true in an area such as the Dallas area, wherein there is only a small number of active Communist Party members. It is also felt that the intelligence agencies do not exercise as great security with reports as the Bureau does and that the possibility of unauthorized dissemination by the intelligence agencies exists.

The Bureau is requested to advise the Dallas office whether copies of all reports in the future in all Security investigations should be furnished to ONI, G2 and OSI, or whether the Dallas office should continue to furnish copies of reports only in those cases where one or more of the intelligence agencies has an apparent interest in the particular case.

JHM:mrw
100-00

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INDEXED - 11

EX-30

100-1087
Mar 12 1951

UNRECORDED COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. KEAY

DATE: February 8, 1951

FROM :

SUBJECT: SUGGESTION

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PURPOSE:

To set forth herein a suggestion in the preparation of Bureau reports which should result in a substantial monetary saving for the Bureau.

DETAILS:

The present procedure in the preparation of reports necessitates in most instances the attachment of an Administrative page, a Confidential Informant page and a Lead page. This is true regardless of the number of items on each page. These three pages are attached to all copies of reports.

OBSERVATION

(1) In many instances the information appearing on the Administrative page, the Informant page and the Lead page could be consolidated on one page thereby effecting a saving of two pages on each report in addition to a saving of stenographic time in the typing and preparation of the report. The significance of this saving is apparent since one or two sheets of paper of each copy of most reports prepared throughout the entire F.B.I. might be conserved.

(2) The attachment of separate sheets for Administrative matters, identity of Confidential Informants and Undeveloped Leads to every copy of a report would appear to be unnecessary. At the Seat of Government when reports are received which are disseminated to other agencies, these pages must be removed and destroyed. It would appear that any Bureau needs could be served by merely having the information attached to the original reports. It would further appear that the Field Division preparing the report need only have this information attached to their file copy of the report. It would further appear that any auxillary office receiving copies of the report need only have this information attached to one copy of the reports which they receive. It is submitted that this method in addition to saving paper would save stenographic time in addition to clerical time. It would

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also assure against this administrative and confidential information falling into the hands of unauthorized individuals or agencies as a result of a failure to detach the pages before dissemination.

RECOMMEND:

It is recommended that this be considered as an employee suggestion as a financial saving to the Bureau and a more logical and expeditious manner of preparing Bureau reports.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, NEW ORLEANS

DATE: April 3, 1951

SUBJECT: [redacted] was.
 SS [redacted]
 SSA, 1948
 (Bufile 25-312266)

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Investigation Report

Re Form 0-17 dated 3/29/51, advising that this office is in error for failing to add the nickname of subject to the title of the report of SA [redacted] 3/9/51, New Orleans, Louisiana.

It is noted that the title of this case has been marked "changed" and that the first paragraph of rereport reflects it has been so marked in order to add the nickname of subject as [redacted].

Paragraph 2 of Section 11G of the manual of rules and regulations reflects that in instances in which the title is marked "changed" to add an alias, it is not necessary to set forth the complete title in the report, and that the reason for the change should be shown in the first paragraph of the details.

Inasmuch as it would appear that Bureau regulations were followed in this instance, it is requested the Bureau advise whether this regulation has been changed.

EFK:gp
 25-13890

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*ack.
 4/12/51
 C.H.S.*

RECORDED - 19

EX-6

146-2435
 APR 5 1951

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156 APO 13

SLA

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 FROM : SAC, WASHINGTON
 SUBJECT: REPORT WRITING

DATE: January 30, 1951

Rebulet January 22, 1951, addressed to SAC, New York, instructing that observations be furnished as to any changes which should now be made in connection with report writing and particularly as to the administrative section.

It is respectfully suggested that the present report writing system be retained. It has been found to be of particular value in connection with applicant matters, providing a means of furnishing the Bureau information which may be pertinent, having in mind the overall results of the complete investigation. In applicant matters, the Bureau is origin and often there are phases of the investigation the pertinency of which cannot be fully determined without knowing the result of the complete investigation and without having the benefit of all the information in the Bureau files, particularly with regard to associates and references. Supervisors handling applicant matters are of the unanimous opinion that the present report writing system should not be changed so far as it relates to applicant matters.

~~DEFERRED RECORDING~~

The breakdown of the report to include an administrative section has not presented any problem insofar as general investigative or criminal investigative matters are concerned as there is a minimum of material to be placed in the administrative section. In general investigative matters when material is placed in the administrative section, it is informative and explanatory in nature and takes the place of a separate communication in the form of a memorandum or letter.

The administrative section has given some trouble in connection with security and espionage types of investigations because the pertinency of information obtained during the investigation is not immediately apparent. Often it appears that the information contained in the main body of the report and that in the administrative section is out of balance and there is a certain lack of continuity and chronological order. In security types of investigations, because so much of the material is placed in the administrative section of the report, the problem is aggravated when it is clear that the investigation is being conducted in close collaboration with another agency, such as the Army. A case in point is [REDACTED] SECURITY MATTER-CB. In such cases, the outside interested agency has for all practical purposes the same information as the Bureau, and when the reports furnished that agency do not contain the known information, it must be clear that some of the material has been eliminated or reported in another manner. Despite the difficulties which arise in these types of cases, the administrative section of the report has value similar to that in applicant cases in many instances, and when there are cases arising, such as the [REDACTED] case, with Bureau approval it has been possible to eliminate the administrative section so that not only known pertinent information may be reported but also information of probable pertinency is reported so that it can be disseminated.

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65 APR 20 1951

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 TWO

Director
REPORT WRITING
January 30, 1951

It is suggested that unless the Bureau contemplates a change in the rules and instructions relating to the dissemination of information, particularly that the information to be disseminated must be factual in character, pertinent and verified, that the present report writing rules remain in force.

GH:VIM

copy;bw

6-13-51

MR. NICHOLS

F. W. WAIKART

Investigative Reports

SPECIAL HANDLING OF APPLICANT TYPE MAIL
(EXCEPT BUREAU)

In January of this year we successfully adapted a streamlined method of handling and processing all applicant type mail except Bureau. By executives Conference memorandum dated March 30, 1951, the Director approved the permanent application of this procedure.

One of the most effective short cut methods in this new operation avoids the necessity for recording the mail. As a result, abstracts on the investigative reports are unnecessary. It is true that in certain instances, particularly where derogatory information is developed, the mail has to be recorded and the abstracts are needed. In the largest category of this mail, namely Atomic Energy cases, we have consistently found that the abstracts are superfluous. Therefore, instructions could and should be issued to the field that on reports submitted in the Atomic Energy cases abstracts will be unnecessary in the future.

Accordingly, for your approval there is attached a proposed Bulletin to the Field instructing that in the future abstracts will no longer be necessary on reports on Atomic Energy cases. There is also attached a proposed amendment to Section 11-S of the Manual of Rules and Regulations entitled "Abstract Slips."

FWW:nle
Attachments

ADDENDUM, LBN:CMC,

This was considered and unanimously recommended by the Executives Conference consisting of Messrs. Belmont, Sizoo, Rosen, Ladd, Trotter, Harbo, Q. Tamm, Callahan and Nichols.

HANDLED BY
Jm/10/51

NO STYLING

166-2435-1
NOT RECORDED
44 JUL 17 1951

COPY FILED IN

March 7, 1951

SAC, San Juan

Director, FBI

COPIES OF REPORTS TO G-2

66-2435-✓

Reference is made to your letter in the above-captioned matter dated February 27, 1951, in which you advised that [redacted] has requested that two copies of reports, particularly organization type reports, be furnished to G-2 at San Juan instead of the single copy being furnished at present.

The Bureau has been approached in the past by various representatives of the Army requesting two copies of Bureau reports. The Bureau has adopted the policy that two copies of Bureau reports cannot in all instances be furnished to the local representatives of the Army since it places too much of a burden on the Bureau to prepare extra copies of the reports; however, the Bureau has no objection to your furnishing two copies of Bureau reports to the local G-2, if there sufficient copies in your file.

SWR:pjb

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60 MAR 29 1951

ORIGINAL FILED IN 62-9778-2273

DIRECTOR, FBI

February 27, 1951

SAC, SAN JUAN

COPIES OF REPORTS TO G-2

[REDACTED] G-2 representative at USARFANT, San Juan, Puerto Rico, has requested that two copies of reports, particularly organization type reports, be furnished to G-2 here instead of the single copy being furnished at present. He desires the additional copy for his headquarters in Panama.

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Please advise whether Bureau desires two copies be furnished.

FEC:JPD

NOT RECORDED
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RECEIVED 2/28/51